From: Westenberger, Andrea

Location: Ex. 6 - Personal Privacy

Importance: Normal Subject: ARA-OARM Call

**Start Date/Time:** Tue 7/18/2017 3:30:00 PM Tue 7/18/2017 4:30:00 PM

### **ARA-OARM Call**

Tuesday, 7/18, 8:30 am - 9:30 PST

### Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

Join Skype Meeting

For questions or agenda items, please contact Andrea Westenberger, Lynnann Hitchens, and Michael Hardy.

Topi	cTopic Title	Materials	Presenter(s)/Office	Time (PST)
1	Roll Call		Andrea Westenberger (R10)	8:30-8:35
2	<b>EMS</b> ●□□□□□□□ Heads up to OARM that		Andrea Westenberger (R10)	8:35-8:40
	the ARAs are interested in scaling back reporting for EMS. We will discuss in more depth at the August ARA-OARM call.		Nancy Lindsay (R10)	
3	Biweekly Pay Cap IG Audit		Wes Carpenter (OARM-OHR)	8:40-8:50
4	Performance Improvement Plan (sent by Donna Vizian on 7/12)		Wes Carpenter (OARM- OHR)	8:50-9:00
5	Establishing Official Duty Stations Away from the Position of Record at Other U.S. Environmental Protection Agency Locations		Loretta Hunt (OARM- OHR)	9:00-9:10

6	VERA/VSIP	Loretta Hunt (OARM- OHR)	9:10-9:20
7	EAP Update	Wes Carpenter (OARM-OHR)	9:20-9:30
		Loretta Hunt (OARM- OHR)	

From: Westenberger, Andrea

Location: Ex. 6 - Personal Privacy

Importance: Normal Subject: ARA-OARM Call

**Start Date/Time:** Tue 5/16/2017 3:30:00 PM **End Date/Time:** Tue 5/16/2017 4:30:00 PM

SEE Telework Final Apr10.docx

FedTalent LMM Proposal Presentation FINAL May2017 (OEI-OCFO).pptx

### **ARA-OARM Call**

Tuesday, 5/16, 8:30 am - 9:30 PST

## Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

### Join Skype Meeting

	Topic Title & Purpose	Materials	Presenter(s)/Office	Time (PST)
1	Roll Call			8:30 – 8:35 (5 min)
2	Grants Reporting Requirements for Office of Public Affairs/John Konkus (Deputy Associate Administrator for OPA)			8:35 – 8:50 (15 min)
	• Clarify reporting requirements for GMOs and PADs			
	Reiterate expectation of timely/accurate response to requests •			

	h	T	Ι	1
	PADs and GMOs			
	should join ARAs			
	for the call			
	John Konkus Meet			
	& Greet on 5/17			
	•			
	Reaffirm current			
	approach for			
	meeting which is to			
	introduce regional			
	ARAs/GMOs			
2		SEE_Telework_Final_Apr10	Dan Coogan	8:50 – 9:05 (15
	Policy		(OARM)	min)
	• □ □ □ □ □ □ Share			
	current status and			
	finalize policy			
	manze poncy			
	December 2 1:			
	• Policy			
	doesn't mandate			
	telework for SEES,			
	it provides a			
	framework for			
	regions/programs			
	interested in			
	providing it			
3		FedTalent_LMM_Proposal_Pre	Satutating Dean	9:05 – 9:20 (15
	Learning	FINAL May 2017 (OEI-		min)
	Management	OCFO)		
	System			
	Purpose: engage the			
	ARAs on the IBC			
	proposal, and how			
	OARM envisions			
	this replacing			
	Skillport and other			
	related training			
	systems prior to			
	taking this to the			
	WCF Board			
			ann.	0.00
4	VERA/VSIP &		TBD	9:20 - 9:30 (10

Workforce Reshaping (if time allows)		min)
GEARN TON		

# **Upcoming ARA Calls**

Tuesdays, 8:30 am - 9:30 PST

- • • ARAs-Only (Optional)
- • • June 6: ARA-Only VTC
- Ullum 13: ARA-OCFO
- **Description** June 27: ARA-OEI

For questions or agenda items, please contact Andrea Westenberger, Lynnann Hitchens, and Michael Hardy.

#### Message

From: Ex. 6 - Personal Privacy @epa.gov]

**Sent**: 8/8/2017 9:50:58 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**CC**: Ack, David [Ack.David@epa.gov]

**Subject**: RE: August 23 one-stop sign out event???

Hi Wes -

That's great to hear. David, I'll look forward to receiving any information that you can provide.

# Thanks,

From: Carpenter, Wesley

Sent: Tuesday, August 08, 2017 5:48 PM

To: Ex. 6 - Personal Privacy @epa.gov>

Cc: Ack, David < Ack. David@epa.gov>

Subject: Re: August 23 one-stop sign out event???

Ex. 5 - Personal Privacy

Thanks for reaching out to us. Yes, we are convening two off-board events at HQs on August 23 and 30. David can provide you more details. Congrats on your upcoming retirement!!!

Wes

Sent from my iPhone

On Aug 8, 2017, at 5:37 PM, Ex. 6 - Personal Privacy @epa.gov> wrote:

Hi David and Wes -

I wanted to let you know that after 43+ years of federal service, I've decided it's time to retire. I've applied for the VSIP buyout offer and am making plans to separate from the Agency on September 2. Therefore, I'm personally going through the off-boarding process (which definitely needs streamlining!).

Shari Grossarth of my office said that one of you had mentioned the possibility of convening a **one-stop sign out event on August 23**, to accommodate folks who are departing under the VERA/VSIP program. Is such an event occurring? Is it for all of HQ? Am I eligible to participate? It would sure save some time and frustration from walking around to all the various offices to get clearance signatures on my Form 3110-1.

Could you please let me know either way, along with details of the event, if in fact one is occurring?

Thanks,

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

From: Ex. 6 - Personal Privacy @epa.gov]

**Sent**: 8/8/2017 9:37:36 PM

To: Ack, David [Ack.David@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: August 23 one-stop sign out event???

### Hi David and Wes -

I wanted to let you know that after 43+ years of federal service, I've decided it's time to retire. I've applied for the VSIP buyout offer and am making plans to separate from the Agency on September 2. Therefore, I'm personally going through the off-boarding process (which definitely needs streamlining!).

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Could you please let me know either way, along with details of the event, if in fact one is occurring?

Thanks,			
Ex. 6 -	Persor	nal Priv	/acy

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Showman, John

**Sent:** Tue 8/8/2017 3:25:42 PM

Subject: RE: One Stop HQ Employee Separation Event for V/V

RTP will provide the report for the agency – they are running the database that is why I reached out to BJ

From: Carpenter, Wesley

**Sent:** Tuesday, August 08, 2017 11:20 AM **To:** Showman, John < Showman. John@epa.gov>

Subject: FW: One Stop HQ Employee Separation Event for V/V

John:

If possible, it would be helpful to get a comprehensive list of all EPA employees departing as a result of the latest VERA/VSIP. I know you already reached out to BJ regarding the RTP HR SSC. What about the Cincy and LV HR SSCs? Please let me know if you want me to reach out to Rick for the information. Thanks.

Wes

From: Gibson, Dave

Sent: Tuesday, August 08, 2017 11:08 AM

To: Ack, David < Ack. David@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Cc: McDonald, Joshua < McDonald. Joshua @epa.gov >

Subject: FW: One Stop HQ Employee Separation Event for V/V

David/Wes,

Although HQ may not be affected much by the need for exit exams, could we possible get a list of names across the Agency that have accepted the buyout? We would like to give FOH and the

SHEMP managers as much notice as possible in case they need to handle a surge of exams in a very short window of time. It's my understanding that tomorrow is the final day to accept the buyout?

Thanks

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: McDonald, Joshua

**Sent:** Tuesday, August 08, 2017 8:10 AM **To:** Gibson, Dave < Gibson, Dave @epa.gov >

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Right on Dave. No news on FOH having anything different than still needing some indication on how much support they'll need to be ready for. Are we at the point now that we could get names from HR or do we continue to put it on the SHEMPs (in that as they hear numbers/get names, they'll contact their health unit/look folks up in FRM to verify whether in medical surveillance)?

If you want me to follow up w/HR, just let me know. We could reach out to Wes. Thx!

Joshua T. McDonald

# Environmental, Safety and Health Programs Branch Safety and Sustainability Division

Phone: (202) 564-6816 Fax: (202) 564-0215

http:// Ex. 6 - Personal Privacy

From: Gibson, Dave

Sent: Monday, August 07, 2017 10:50 AM

To: McDonald, Joshua < McDonald. Joshua @epa.gov >

Subject: FW: One Stop HQ Employee Separation Event for V/V

Josh,

I did mention to Maryann that we were trying to get a plan from FOH regarding a possible surge with exit exams. I don't think that will be an issue at HQ but it's hard to tell how many from HQ will be leaving that are in the OMSP. FMSD said they have H&S covered but I doubt they are thinking about exit exams.

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle < Jefferson. Gayle@epa.gov >; Jablonski, Janice

<jablonski.janice@epa.gov>

Cc: Blankenship, Steven < Blankenship.Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Sterling, Sherry < Sterling. Sherry@epa.gov >; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave <<u>Gibson.Dave@epa.gov</u>>; Ack, David

<<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<<u>Stewart.Neil@epa.gov</u>>

Subject: RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle

Sent: Monday, August 07, 2017 10:10 AM

To: Jablonski, Janice < jablonski.janice@epa.gov >; Petrole, Maryann

<Petrole.Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov>; Noga, Vaughn

<Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave <<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<Stewart.Neil@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

### Maryann:

David has reached out to FMSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

From: Jablonski, Janice

**Sent:** Friday, August 04, 2017 4:58 PM

To: Petrole, Maryann < Petrole. Maryann@epa.gov >

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Jefferson, Gayle < Jefferson.Gayle@epa.gov>; Sterling, Sherry

<<u>Sterling.Sherry@epa.gov</u>>; Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave

<<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>> **Subject:** Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann < Petrole. Maryann@epa.gov > wrote:

Hi Jan,

Are you all coordinating this? It hasn't come up at any of our staff meetings and the last departure date is Sep 1<sup>st</sup>, not sure that our folks will be departing that soon. Has OHR revised/leaned the checkout list? Would like some more info on this in the next week. Is this HQ-wide or just OARM? Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly < Glazier. Kelly@epa.gov >; Jefferson, Gayle

<<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara < mobashar.mutahara@epa.gov>; Hardy, Michael

< Hardy. Michael @epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

**Subject:** One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://example.com/htt

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by COB Friday, August 4<sup>th</sup>.

Regards,

## David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 ( o )

Ex. 6 - Personal Privacy (C)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

Cc: McDonald, Joshua[McDonald.Joshua@epa.gov] From: Gibson, Dave Sent: Tue 8/8/2017 3:25:24 PM Subject: RE: One Stop HQ Employee Separation Event for V/V Wes, Maryann did say she would make an inquiry to the third floor regarding our concern. I didn't know John was following up on this. **Thanks** David Gibson, Director Safety and Sustainability Division US Environmental Protection Agency 1200 Pennsylvania Avenue Washington, D.C. 20460 (202) 564-4242 Mail Code 3207T From: Carpenter, Wesley Sent: Tuesday, August 08, 2017 11:14 AM To: Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov> Cc: McDonald, Joshua < McDonald. Joshua @epa.gov> **Subject:** RE: One Stop HQ Employee Separation Event for V/V Dave:

Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Ack, David[Ack.David@epa.gov]

To:

Thanks for the email and inquiry. John Showman reached out to the RTP HR SSC for that information earlier today. Let me make him aware of your needs. I will follow-up with you.

Wes

From: Gibson, Dave

Sent: Tuesday, August 08, 2017 11:08 AM

To: Ack, David <<u>Ack.David@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

Cc: McDonald, Joshua < McDonald. Joshua @epa.gov >

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David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

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### Mail Code 3207T

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Mobashar, Mutahara <<u>mobashar.mutahara@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>

Cc: OARM Directors < OARM Directors@epa.gov>

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Staff should bring a printed form 3110-1 which they will need to email to <a href="https://mrpayhelp@epa.gov">https://mrpayhelp@epa.gov</a> to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd\_travel@epa gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4<sup>th</sup>.

Regards,

## David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy ( C )

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Gibson, Dave[Gibson.Dave@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

Cc: McDonald, Joshua[McDonald.Joshua@epa.gov]

From: Ack, David

**Sent:** Tue 8/8/2017 3:13:57 PM

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Dave,

I asked about a list and was told for privacy reasons it could not be made available. Let me check and see if there is the possibility of getting a message to those that may need exams and have them self-identify.

From: Gibson, Dave

**Sent:** Tuesday, August 08, 2017 11:08 AM

To: Ack, David <Ack.David@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: McDonald, Joshua < McDonald. Joshua @epa.gov >

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Safety and Sustainability Division

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Phone: (202) 564-6816 Fax: (202) 564-0215

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Subject: FW: One Stop HQ Employee Separation Event for V/V

Josh,

I did mention to Maryann that we were trying to get a plan from FOH regarding a possible surge with exit exams. I don't think that will be an issue at HQ but it's hard to tell how many from HQ will be leaving that are in the OMSP. FMSD said they have H&S covered but I doubt they are thinking about exit exams.

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle < Jefferson. Gayle@epa.gov >; Jablonski, Janice

<jablonski.janice@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Sterling, Sherry < Sterling. Sherry@epa.gov >; Glazier, Kelly

< Glazier. Kelly@epa.gov>; Gibson, Dave < Gibson. Dave@epa.gov>; Ack, David

<a href="mailto:</a> <a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Ack.David@epa.gov">mailto:Ack.David@epa.gov</a><a href="mailto:Ack.David@epa.gov">mailto:Ack.David@epa.gov</a><a h

<Stewart.Neil@epa.gov>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle

Sent: Monday, August 07, 2017 10:10 AM

To: Jablonski, Janice < jablonski.janice@epa.gov >; Petrole, Maryann

< Petrole. Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Sterling, Sherry < Sterling. Sherry@epa.gov>; Glazier, Kelly

< <u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave < <u>Gibson.Dave@epa.gov</u>>; Ack, David < <u>Ack.David@epa.gov</u>>; Morina, Lenee < <u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<Stewart.Neil@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

### Maryann:

David has reached out to FMSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

From: Jablonski, Janice

**Sent:** Friday, August 04, 2017 4:58 PM

**To:** Petrole, Maryann < <u>Petrole.Maryann@epa.gov</u>>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Jefferson, Gayle < Jefferson.Gayle@epa.gov>; Sterling, Sherry

< <u>Sterling.Sherry@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave

<<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>>

**Subject:** Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann < <a href="maryann@epa.gov">Petrole.Maryann@epa.gov</a>> wrote:

Hi Jan,

Are you all coordinating this? It hasn't come up at any of our staff meetings and the last departure date is Sep 1<sup>st</sup>, not sure that our folks will be departing that soon. Has OHR revised/leaned the checkout list? Would like some more info on this in the next week. Is this HQ-wide or just OARM? Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly < Glazier. Kelly@epa.gov >; Jefferson, Gayle

<<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael

<Hardy.Michael@epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://example.com/htt

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by COB Friday, August 4<sup>th</sup>.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 ( o )

Ex. 6 - Personal Privacy (C)

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/27/2017 2:19:41 AM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Terris, Carol

[Terris.Carol@epa.gov]

Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta. Do you think they are looking for me to do the briefing?

On Jun 26, 2017, at 5:46 PM, Hunt, Loretta < Hunt Loretta@epa.gov > wrote:

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 5:31 PM

**To:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>

**Cc:** Hart, Debbi < Hart.Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Schulman, Marvin < Schulman.Marvin@epa.gov>; McNeal, Detha < McNeal.Detha@epa.gov>; Kuhns, Jason

<Kuhns.Jason@epa.gov>; Terris, Carol < Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB

Ex. 6 - Personal Privacy Mulligan

Mulligan, James S. EOP/OMB

Ex. 6 - Personal Privacy

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J. EOP/OMB' Ex. 6 - Personal Privacy 'Mahoney, Michael J'

<<u>Mike.Mahoney@opm.gov</u>>; 'Snowden, Gregory A' <<u>Gregory.Snowden@opm.gov</u>>; Coleman, Darrell E <<u>Darrell.Coleman@opm.gov</u>>; Thornton, Cathryn <<u>Cathryn.Thornton@opm.gov</u>>; Butler, Monica

< Monica. Butler@opm.gov>; 'Andrea L Grossman Ex. 6 - Personal Privacy

< Andrea L Grossman Ex. 6 - Personal Privacy

Cc: Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov">Hart, Debbi@epa.gov</a>; Parker, Gary <a href="mailto:Parker.gary@epa.gov">Parker, Gary <a href="mailto:Parker.gary@epa.gov">Parker.gary@epa.gov</a>>; Schulman, Marvin</a>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove one position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov To: Hunt, Loretta[Hunt.Loretta@epa.gov]

Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Milton, Laura

**Sent:** Tue 6/27/2017 12:07:22 AM

Subject: RE: VERA/VSIP Overview Training

Okay, should we request formally through Larry?

Sent from my Windows Phone

From: <u>Hunt, Loretta</u> Sent: 6/26/2017 5:31 PM

To: Milton, Laura

Cc: <u>Hart, Debbi; Gray, Linda; Carpenter, Wesley</u> Subject: RE: VERA/VSIP Overview Training



Laura,

I don't know if we can grant an extension. OARM and OCFO would need to look at the budgetary impact of the extension.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

Sent: Monday, June 26, 2017 9:53 AM
To: Hunt, Loretta < Hunt.Loretta@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Hi Loretta, OECA will be having a series of all hands meetings today and I expect that we will get a couple more questions along the lines of the one below. I know there was some initial thought that short extensions may be possible but I wasn't sure. In this case, it seems that there is a straightforward business need but I imagine that there may be a handful of others that our senior managers would need to discuss further if there is indeed an option. Do you have any sense whether it may be?

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 9:47 AM

To: Milton, Laura < Milton. Laura@epa.gov >
Subject: RE: VERA/VSIP Overview Training

I do have a question about the VSIP. I am planning on taking it (after 31 years), but keep reading that the separation day will be September 2.

I am scheduled to testify, as an expert witness, in a trial (EPA criminal case) scheduled to start

	September 5.
	So if I accept the VSIP, is there any way I could postpone leaving for one pay period? I will be representing the government at the trial and prefer to still be employed at the time.
	Thank you
ï	
	Ex. 6 - Personal Privacy
i	From: Milton, Laura Sent: Friday, June 23, 2017 6:41 AM To: OECA All Subject: FW: VERA/VSIP Overview Training
	Over the next month, the HR benefits team from our Cincinnati Shared Service Center will be offering additional sessions of the popular VERA/VSIP Overview training. There will be four

adobe connect sessions a week, two each on Tuesdays and Thursdays. See below/attached for

In addition, a 508 compliant video has been posted on the Early Out/Buyout Intranet site and can be found here: <a href="http://ex.6-Personal Privacy">http://ex.6-Personal Privacy</a>

session times and connectivity information.

ED\_001372\_00000091-00003

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

**Sent:** Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura < Milton. Laura@epa.gov >; Smith, Susan < Smith. Susan@epa.gov >; Jablonski, Janice < iablonski.janice@epa.gov >; Fowler, Joshua < Fowler. Joshua@epa.gov >; Price, Patricia < price.patricia@epa.gov >; Hill, Troy < Hill. Troy@epa.gov >; Breneman, Sara

<bre>cbreneman.sara@epa.gov>

**Cc:** Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann < <u>hitchens.lynnann@epa.gov</u>>; Buhl, Rick < <u>Buhl.Rick@epa.gov</u>>; Sanders, Amy

<a href="mailto:square;">Sanders.Amy@epa.gov>; Brincks, Mike < brincks.mike@epa.gov>; McDonald, James</a>

< McDonald.James@epa.gov>; Simon, Nigel < Simon.Nigel@epa.gov>; Carter, Rick

<<u>Carter.Rick@epa.gov</u>>; Scola, Jennifer <<u>Scola.Jennifer@epa.gov</u>>; Mairose, Sue

< Mairose.Sue@epa.gov >; Thomas, Cheryl < Thomas.Cheryl@epa.gov >; Young, Debbie

<young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process.

First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: http:// Ex. 6 - Personal Privacy Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively. Please see attached Flyer for Cincinnati V/V Training. **Teleconference Information**: • Conference Call: Ex. 6 - Personal Privacy • DESCRIPTION ACCESS CODE: Ex. 6 - Personal Privacy **Adobe Connect Information**: Ex. 6 - Personal Privacy URL is: http:// • Please sign in as: Ex. 6 - Personal Privacy

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov after each session to advise of the number of

employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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## HUMAN RESOURCES COMMUNITY CALL

**Meeting Minutes** August 3, 2017 1:30 PM - 2:30 PM

Location: WJC North 5340

Teleconference Line: Ex. 6 - Personal Privacy

Teleconference Code: Ex. 6 - Personal Privacy

The next HR Community Call will be Thursday, August 17 from 1:30-2:30PM EST

Send topics for next meeting to Ken Schreefer at Office of Human Resources@epa.gov; Schreefer.Kenneth@epa.gov

#### **Discussion Topics:**

#### *Introduction*, Ken Schreefer

- Ken Schreefer started the HR Community Call by taking roll. He then opened the line for any items that attendees wanted to discuss.
- When processing VERA/VSIP employees for departure, they are processed like a normal retirement with a note that says the employee opted for VERA/VSIP.
- Employees approved for VSIP are told in their memo how much of the VSIP amount they have been allowed.
- Headquarters is hosting a one-stop checkout for Headquarters employees on August 23. All employees who have been approved for VERA/VSIP will be able to complete all their documentation that day for off boarding. They will complete all activities except turn in their computer and badge.
- After employees have been notified that they were approved for VERA/VSIP, supervisors will also be informed.
- Within the template letter that goes to employees who have been approved for VERA/VSIP, HROs and PMOs are listed in the cc line, so they will also be informed through the memo.

### 1. 5 CFR 1400 Presentation with Demo, Jon Ross, Office of Administration, Security Management Division

#### Introduction

- Jon Ross presented about the 5 CFR 1400 requirement. OPM has required that each agency review every position for risk and sensitivity as it relates to national security.
- This review will be conducted by EPA supervisors for their employees.
- The results of this review will be sent to the Personnel Services Branch (PSB). The resulting actions could lead to new background investigations for some employees. PSB is working with OCFO fund this through a lump sum instead of by office or region.
- LER has notified the Unions that this is a mandated requirement from OPM.
- The PSB intranet site has demo videos and guidance documents on how to complete the activities for this review. (intranet.epa.gov/oa/smd/psb). These documents will guide employees on how to use the tool. Questions about the designations can be directed to the Shared Service Centers.
- Donna Vizian will be sending emails to employees and supervisors to let them know that this review is rolling out.

- Jon Ross will be sending the HROs and PMOs the list of supervisors and their employees for review. If there are any employees who are misaligned, let Jon know. PSB is using the NPPS organization code to show where employees align.
- PSB will be sending the email with the link to the OPM tool, and the video demos. This
  will be sent to all supervisors within EPA's Offices. If the Regions want to opt in and have
  PSB send this notice as well, please email Jon Ross and let him know. Otherwise, it is
  assumed that the Regions will be sending the correspondence themselves.

#### Demo

- PSB has created a system to compile the designations for all employees.
- Supervisors will log in to the system with their EPA username and password. There will
  be a list within the system that shows the supervisor's employees and their current
  status. The list is generated though the NPPS organization, so there are dropdown lists
  to see employees in different areas, depending on how they are aligned.
- There are 5 fields that the supervisor needs to complete for each position: Investigation, Sensitivity, Risk Level, Location City State, Building, and Upload Document. All 5 of these fields need to be complete for the position to be marked as complete.
- The supervisors are to make their designations based on the position and the duties of that position, not based on the specific employee in that position. The designations should be made based on the known activities the employee performs, not the duties listed in their Position Designation. PSB is looking at standardized language and designations for certain positions, but that will be completed once all the designations have been completed by the supervisors. It is also difficult to make across-the-board determinations for positions when the same position can have different activities in different offices and regions.
- These fields can be updated and changed after they are submitted if edits are required.
- In order to complete these fields, supervisors must use the OPM Tool to determine the designation for each position. (https://www.opm.gov/investigations).
- The supervisor will complete the fields at the top of the page and then continue on to select any of the items from the list that apply to the position they are designating.
- The supervisor will complete each page of the tool.
- Step One is the National Security Requirements of the Position. The Supervisor will read through each of the requirements, duties, and responsibilities and check each one that applies to the position. The next page asks the supervisors to determine the damage level for each of the checked items from the previous page.
- Step Two is the Suitability Requirements for a position. Again, the supervisor will select all the requirements, duties, and responsibilities for the position they are determining.
- Step Three asks the supervisor to assess the point adjustment for program designation and level of supervision. The supervisor will choose the response that best aligns with that position.
- Step Four is the Final Results. The supervisor will take these results and enter them into
  the EPA tool for each of the 5 fields as listed above. The supervisor should also click the
  "Print Summary" so a PDF of the result can be saved and uploaded as part of the
  designation completion. Once the five fields have all be completed, the employee's
  status will change to show the designation has been completed.
- Supervisors will be given 30 days to complete this designation.
- PSB will share lists of any employees who need to move to a different tier based on the new designation.
- PSB is looking to grant HROs and PMOs access to see their entire regions and offices.
- Any other questions related to this topic can be directed to Jon Ross.

Closing Remarks: The next HR Community call will be held on August 17.

# In Attendance:

Region 1		Region 8		OA		OGC	Ø
Region 2	$\overline{\square}$	Region 9		OARM	Ø	OITA	
Region 3	$\overline{\checkmark}$	Region 10		OAR		ORD	
Region 4	$\overline{\checkmark}$	Las Vegas	$\overline{\square}$	OCFO	$\square$	OLEM	
Region 5		Cincinnati		OCSPP		OW	
Region 6		Ann Arbor		OICA			
Region 7	$\overline{\square}$	RTP	$\overline{\checkmark}$	OEI			

To: Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Hunt, Loretta

Sent: Mon 6/26/2017 5:18:18 PM Subject: RE: VERA/VSIP Extensions



John,

For the most part, yes. However, we always ask for the authority past the time we want people off to give the agency a buffer and allow for extensions under legitimate circumstances.

# Ex. 5 - Deliberative Process

It sounds like we need to discuss: 1) if extensions should or should not be allowed; and if allowed, 2) how to control approvals.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

**Sent:** Monday, June 26, 2017 11:19 AM

**To:** Hunt, Loretta <hunt.Loretta@epa.gov>; Vizian, Donna <\vizian.Donna@epa.gov> **Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>;

Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: VERA/VSIP Extensions

I thought we were going to be very firm and not provide any extensions ... ???

From: Hunt, Loretta

**Sent:** Monday, June 26, 2017 10:52 AM

**To:** Vizian, Donna <<u>Vizian.Donna@epa.gov</u>>; Showman, John <<u>Showman.John@epa.gov</u>> **Cc:** Gray, Linda <<u>gray.linda@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>;

Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: FW: VERA/VSIP Extensions

Donna,

So far, only OECA has asked about an extension past 9/2/17. However, I expect other offices will follow. Should I tell offices that extensions will be granted by OARM on a case-by-case basis? Do you want to delegate decisions down to the AA/RA?

Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

Sent: Monday, June 26, 2017 9:53 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Subject: FW: VERA/VSIP Overview Training

Hi Loretta, OECA will be having a series of all hands meetings today and I expect that we will get a couple more questions along the lines of the one below. I know there was some initial thought that short extensions may be possible but I wasn't sure. In this case, it seems that there is a straightforward business need but I imagine that there may be a handful of others that our senior managers would need to discuss further if there is indeed an option. Do you have any sense whether it may be?

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 9:47 AM
To: Milton, Laura < Milton. Laura@epa.gov >
Subject: RE: VERA/VSIP Overview Training

I do have a question about the VSIP. I am planning on taking it (after 31 years), but keep

reading that the separation day will be September 2.						
I am scheduled to testify, as an expert witness, in a trial (EPA criminal case) scheduled to start September 5.						
So if I accept the VSIP, is there any way I could postpone leaving for one pay period? I will be representing the government at the trial and prefer to still be employed at the time.						
Thank you						

Ex. 6 - Personal Privacy

From: Milton, Laura

Sent: Friday, June 23, 2017 6:41 AM

To: OECA All

Subject: FW: VERA/VSIP Overview Training

Over the next month, the HR benefits team from our Cincinnati Shared Service Center will be offering additional sessions of the popular VERA/VSIP Overview training. There will be four adobe connect sessions a week, two each on Tuesdays and Thursdays. See below/attached for session times and connectivity information.

In addition, a 508 compliant video has been posted on the Early Out/Buyout Intranet site and can be found here: <a href="http://ex.6-Personal Privacy">http://ex.6-Personal Privacy</a>

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

To: Milton, Laura <<u>Milton.Laura@epa.gov</u>>; Smith, Susan <<u>Smith.Susan@epa.gov</u>>; Jablonski, Janice <<u>jablonski.janice@epa.gov</u>>; Fowler, Joshua <<u>Fowler.Joshua@epa.gov</u>>; Price, Patricia

<price.patricia@epa.gov>; Hill, Troy < Hill. Troy@epa.gov>; Breneman, Sara

<bre>breneman.sara@epa.gov>

**Cc:** Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann < hitchens.lynnann@epa.gov>; Buhl, Rick < Buhl.Rick@epa.gov>; Sanders, Amy

- <<u>Sanders.Amy@epa.gov</u>>; Brincks, Mike <<u>brincks.mike@epa.gov</u>>; McDonald, James
- < McDonald.James@epa.gov>; Simon, Nigel < Simon.Nigel@epa.gov>; Carter, Rick
- <<u>Carter.Rick@epa.gov</u>>; Scola, Jennifer <<u>Scola.Jennifer@epa.gov</u>>; Mairose, Sue

<young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <a href="http://example.com/http://exampl

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

# **Teleconference Information:**

Conference Call: Ex. 6 - Personal Privacy
 Access Code: Ex. 6 - Personal Privacy

# **Adobe Connect Information:**

URL is: <a href="http://ex.6-Personal Privacy">http: Ex. 6 - Personal Privacy</a>

• • • • • • Please sign in as: Ex. 6 - Personal Privacy

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/6/2017 10:50:08 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: RE: Decision on including SES in the V/V

Yes. Water and ORD are going to reduce the number but still include.

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 6:48 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: Decision on including SES in the V/V

Donna,

Can offices proceed with their plans for SL/ST positions?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 6:36 PM

To: Robbins, Chris <a href="Robbins.Chris@epa.gov">Robert <a href="Robbins.Chris@epa.gov">Robert

<<u>Simon.Nigel@epa.gov</u>>; Breen, Barry <<u>Breen.Barry@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>>; Showman, John <a href="mailto:Showman.John@epa.gov">Showman.John@epa.gov</a>>

Subject: Decision on including SES in the V/V

Hi – I am sending to a small group, since you are the only offices that included SES in their business case. Mike and I talked it through and we are not going to include SES at this time. We likely doa comprehensive look at the SES over the next few months. Please let me know if you have any questions.

Thanks Donna To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]

Cc: Showman, John[Showman.John@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov] **From:** Vizian, Donna

**Sent:** Tue 6/6/2017 8:44:12 PM

Subject: RE: Freeze of Targeted V/V Positions

Perfect - thanks

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 4:32 PM

**To:** Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov> **Cc:** Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>;

Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov</a>; Parker,

Gary <parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

What about this:

Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Helm, Arron

Sent: Tuesday, June 06, 2017 3:39 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>; Showman, John < <u>Showman.John@epa.gov</u>>; Gray, Linda < <u>gray.linda@epa.gov</u>>; Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi

<a href="mailto:</a> <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a> ; Parker, Gary <a href="mailto:parker.gary@epa.gov">parker.gary@epa.gov</a> >

Subject: Re: Freeze of Targeted V/V Positions

This would only be lateral details as temporary promotions do move you out of the position of record.

Sent from my iPhone

On Jun 6, 2017, at 3:37 PM, Vizian, Donna < Vizian. Donna@epa.gov > wrote:

So can we ask that organizations process only those details actions that are critical? We could say that due to the expedited timeframe for implementation of the V/V, we are asking offices to limit....

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 3:28 PM

To: Showman, John < Showman. John @epa.gov >; Vizian, Donna

< Vizian. Donna@epa.gov>

**Cc:** Helm, Arron < Helm. Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: RE: Freeze of Targeted V/V Positions

Donna/John,

The concern Arron and I discussed was that orgs may try to send in a bunch of detail requests in the middle of this process increasing workload for the SSC staff. However, from a basic policy perspective, detailees still encumber their position of record and their V/V eligibility isn't impacted by the detail.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

**Sent:** Tuesday, June 06, 2017 2:39 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov > Cc: Helm, Arron < Helm. Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

That was my thoughts – unless we are afraid it would give the appearance of getting somebody trained to move?

From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 2:37 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >; Showman, John < Showman.John@epa.gov > Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

Why would we prohibit details?

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:02 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John

<Showman.John@epa.gov>

**Cc:** Helm, Arron < Helm.Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

I spoke with Arron to discuss operational concerns and we agreed the prohibition on movement should cover every action except career-ladder promotions and accretions.

Do you want to send out a follow-up message or should Debbi or I send out a message to the HR Community? Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

Subject: FW: Freeze of Targeted V/V Positions

Hi Loretta,

Our interpretation of this in the Region is that Donna has put a freeze on all PERMANENT moves impacted by V/V. Details would still be permitted because they do not change the position of record. Is this interpretation correct?

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

Sent: Tuesday, June 6, 2017 8:41 AM

To: Bohan, Suzanne < bohan.suzanne@epa.gov >; Fowler, Joshua

< Fowler.Joshua@epa.gov >; Kortuem, Patrice < Kortuem.Patrice@epa.gov >; Buhl, Rick < Buhl.Rick@epa.gov >; Vuong, Stephanie < Vuong.Stephanie@epa.gov >; Bielenberg, Ben

<Bielenberg.Ben@epa.gov>

**Subject:** FW: Freeze of Targeted V/V Positions

FYI

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>; ARA <<u>ARA@epa.gov</u>>; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley

< Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Hunt, Loretta

< Hunt. Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA <u>guidance</u> requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

#### Message

From: Burbach, Joseph [burbach.joseph@epa.gov]

**Sent**: 6/26/2017 12:32:54 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: OHR 2017 VERA/VSIP Population
Attachments: Targeted Positions (OHR).xlsx

FYI ----

For discussion and planning purposes, attached lists OHR staff targeted for VERA/VSIP offers (limited to series 2210, 301, 303, 326 and 343).

Table identifies total and max offers by series as well as employee's VERA and VSIP eligibility. Note several staff are already retirement eligible (shown as N/A in VERA eligible).

For planning purposes, beyond staff who may accept VERA/VSIP offer, OHR has a number of staff in other series (e.g., 201) that are currently retirement eligible.

For remainder of FY17 and beyond, need to be thinking what restructuring would serve OHR best. Considerations Include ability to fill positions that become vacant as a result of VERA/VSIP and normal attrition.

#### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783

#### Message

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/13/2017 2:26:10 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]

Subject: Anticipated date to send informal V/V package over for OPM/OMB review--

Importance: High

We are going to say we will send this Friday (June 16<sup>th</sup>) with hopes we may be able to send slightly sooner. Let us know if questions. Thanks. DH

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Sisson, Ann[Sisson.Ann@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Moore, Bobby[Moore.Bobby@epa.gov]; Shepherd,

Jackie[Shepherd.Jackie@epa.gov]

Cc: Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Engebretson,

Lizabeth[Engebretson.Lizabeth@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]

From: Petrole, Maryann

Sent: Mon 8/7/2017 5:30:26 PM Subject: Updated White Paper White paper parking.8.7.17.docx

All,

I only received minor edits from Wes and one good point was to add in a next steps. I did that. I would like to get this in front of Donna next week if possible.

Your comments and insight are most appreciated.

Maryann

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (Cell)

To: OARM-ALL[OARMALL@epa.gov]

From: Jablonski, Janice

**Sent:** Fri 6/23/2017 12:00:38 PM

Subject: FW: VERA/VSIP Overview Training

VV Webinar Flyer 2017.docx



Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

(202) 329-8052 (cell)

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia

<price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara

<bre>cbreneman.sara@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann

<a href="mailto:</a>-<a href="mailto:</a> (Suhl, Rick @epa.gov>; Sanders, Amy

<Sanders.Amy@epa.gov>; Brincks, Mike <bri>hrincks.mike@epa.gov>; McDonald, James

<McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick

<Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue

<Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie

<young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

# **Teleconference Information**:

Conference Call: Ex. 6 - Personal Privacy
 Access Code: Ex. 6 - Personal Privacy

# **Adobe Connect Information:**

URL is: http://epawebconferencing.acms.com/cinbenefits/

# 

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: 513.518.4849

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else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

#### Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]

**Sent**: 6/19/2017 2:40:45 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: RE: FYI--Draft final V/V submission is now delivered--

Linda & Wes -

Just now seeing Debi's email...Its worth pointing out that Debbi left out one team member – herself! She was working just as hard on this as any of us, and was pivotal in keeping us all on task in getting this done.

From: Gray, Linda

**Sent:** Saturday, June 17, 2017 9:15 AM

**To:** Hunt, Loretta < Hunt.Loretta@epa.gov>; Schulman, Marvin < Schulman.Marvin@epa.gov>; McNeal, Detha < McNeal.Detha@epa.gov>; Kuhns, Jason < Kuhns.Jason@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Cooper, Marian < Cooper.Marian@epa.gov>

**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>

Subject: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" < Carpenter. Wesley@epa.gov>

**Date:** June 16, 2017 at 8:25:26 PM EDT **To:** "Hart, Debbi" <Hart.Debbi@epa.gov>

Cc: "Vizian, Donna" < Vizian. Donna@epa.gov >, "Showman, John" < Showman. John@epa.gov >, "Gray,

Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>

Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>> wrote:

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

**HELLO WEEKEND!** 

# Office of Administration and Resources Management Weekly Report June 8, 2017

#### Hot Issues

#### Space Allocation

OARM continues to identify opportunities to reduce and optimize its office, laboratory and warehouse space. In partnership with the regions and program offices agencywide, OARM is analyzing space utilization, recommending consolidation whenever feasible and thus reduce the agency's environmental footprint. This week, the Lab Enterprise workgroup briefed the Acting DA on progress and next steps.

#### **VERA/VISP**

The agency is continuing its agency-wide efforts to conduct a VERA/VISP in the coming months in partnership with its labor unions. OARM is in the process of reviewing the program and regional offices VERA/VISIP business cases and will consolidate these into one agency-wide business case which will be submitted to the Office of Personnel Management and the Office of Management and Budget for approval within the next 10 days. Every program and region is participating and the agency-wide business case considers factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions or programmatic/STEM priorities; and consolidating and streamlining programs and functions.

Next Steps: In July, OARM will know what positions will be included and expect this number to be limited. Those who accept a VERA/VSIP offer must leave the agency by early September 2017. OARM is preparing materials that programs and regional offices can use to communicate with their staff on VERA/VSIP.

Upcoming Public Events	
None	
Upcoming Major Decisions	
None	
Last Week's Highlights	

None

#### Message

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 6/17/2017 1:14:41 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha

[McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John

[Showman.John@epa.gov]

**Subject**: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" < Carpenter. Wesley@epa.gov>

**Date:** June 16, 2017 at 8:25:26 PM EDT **To:** "Hart, Debbi" <Hart.Debbi@epa.gov>

Cc: "Vizian, Donna" < Vizian.Donna@epa.gov >, "Showman, John" < Showman.John@epa.gov >, "Gray,

Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>

Subject: Re: FYI--Draft final V/V submission is now delivered--

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Wes

Sent from my iPhone

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Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

**HELLO WEEKEND!** 

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/6/2017 2:00:54 AM

To: Gray, Linda [gray,linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Foster, Simona [foster.simona@epa.gov]; Brown, Wendy

[brown.wendy@epa.gov]

Subject: Re: June Policy Tracker

Ok- thank you both!

Sent from my iPhone

On Jun 5, 2017, at 7:56 PM, Gray, Linda < gray.linda@epa.gov> wrote:

You can cancel the meeting.

Sent from my iPhone

On Jun 5, 2017, at 6:09 PM, Carpenter, Wesley < Carpenter. Wesley @epa.gov > wrote:

Debbi:

Thanks for the heads up. Let me discuss with Linda and follow-up with you in the morning. Thanks.

Wes

Sent from my iPhone

On Jun 5, 2017, at 6:06 PM, Hart, Debbi < Hart. Debbi @epa.gov > wrote:

Wes and Linda-

Please see the attached updated Policy tracker with Loretta's message below describing what has changed. I'm hoping that this info will suffice in terms of getting you guys updated on the status of these policies. We are really jammed up with V/V at the moment and it needs our full focus. Are you guys okay with skipping the meeting tomorrow at 11AM? Please let me know and thanks in advance. Debbi

From: Hunt, Loretta

**Sent:** Monday, June 05, 2017 4:52 PM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Subject: June Policy Tracker

VERA/VSIP activities have impacted our ability to work on some of the policies. Detha and Marvin are helping me to review business cases. This impacts the training manual and supervisors over professional staff. I have revised the dates to the end of the FY.

We are still waiting on OIG to concur on the DV policy draft. I hope to sign the final policy by the end of June.

The HR Specialist working on remote reporting (Ken H.) has been ill and on leave several times over the last 3 weeks. Detha and I are crashing on V/V so I can't reassign at the moment. I've changed completion to the end of the FY.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

<Policy Tracker June 2017.docx>

To: Vizian, Donna[Vizian.Donna@epa.gov]; Sowell, Sarah[Sowell.Sarah@epa.gov]
Cc: Hull, George[Hull.George@epa.gov]; LER Community[LER\_Community@epa.gov]

From: Coomber, Robert

**Sent:** Thur 6/1/2017 6:57:14 PM

Subject: FW: Courtesy Notice: VERA/VSIP Mass Mailer

Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment

Authorities (VERA/VSIP)

FYI, union notice went out a few minutes ago re VERA/VSIP.

Best,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

From: Coomber, Robert

**Sent:** Thursday, June 1, 2017 2:51 PM

**To:** O'Grady, John <Ogrady.Johnj@epa.gov>; Morrison, Denise <Morrison.Denise@epa.gov>; Tim Seidman <Tim.Seidman@NTEU.ORG>; McBride, William <McBride.William@epa.gov>; Mills, Lesley <Mills.Lesley@epa.gov>; Pitchford, Ann <Pitchford.Ann@epa.gov>; Sims, Mark

<Sims.Mark@epa.gov>; Oliver, Leah <Oliver.Leah@epa.gov>

Cc: Coryell, Mark <coryell.mark@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: Courtesy Notice: VERA/VSIP Mass Mailer

Union Colleagues,

This is a courtesy notice regarding a VERA/VSIP mass mailer that will be sent to all EPA employees this afternoon (see attached). This mass mailer is consistent with the information provided at our discussion on May 24<sup>th</sup>.

Once we have more information, we will provide formal notice on the VERA/VSIP to you folks. Please let us know if you have any questions.

Regards,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]

Cc: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Gray,

Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Corbett, Krysti

**Sent:** Thur 6/1/2017 6:03:34 PM

Subject: RE: V-V Selection Criteria/Alternate Suggestion

Thanks, Loretta –

It would certainly be easier to negotiate one standard for all AAships. If different AAships do this differently, this would make negotiations *much* more complicated (and difficult to achieve in the short time frame provided), especially given that this is one of the few negotiable pieces to this process.

However, this is an agency management decision – i Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

We

would just need each AAship's preference/desired process for union notice/negotiation purposes.

Either way – we'll work towards management's preferred process – just let us know what that is!

### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal

corbett.krysti@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 1, 2017 11:46 AM

**To:** Corbett, Krysti < Corbett.Krysti@epa.gov>; Coomber, Robert < coomber.robert@epa.gov> **Cc:** Vizian, Donna < Vizian.Donna@epa.gov>; Showman, John < Showman.John@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley < Carpenter.Wesley@epa.gov>; Hart,

Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: FW: V-V Selection Criteria/Alternate Suggestion

Krysti,

Donna asked me to: forward Steve Fine's suggestion below; and for us to discuss if this might be an option for all programs/regions who are targeting highly graded positions. I'm not sure Mr. Fine knows selection criteria are negotiable.

Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fine, Steven

**Sent:** Wednesday, May 31, 2017 8:26 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >

Cc: Simon, Harvey < Simon. Harvey @epa.gov >

**Subject:** RE: V/V Information

Donna and Loretta,
Thanks for sharing that.
Comments on the selection criteria:
• □ □ □ □ □ □ □ □ □ OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. This Ex. 5 - Deliberative Process  Ex. 5 - Deliberative Process  Other offices might also find that useful. Can you please provide that as an option offices/regions can select or making that the standard approach
for offices/regions trying to reduce the number of people in highly graded positions.  •□□□□□□□□ Suggest changing 'Ex. 5 - Deliberative Process
Thanks
Steve
From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:12 PM  Tot 2017 HOS metaggistants (2017 HOS metaggistants (2017 Pagis) and acceptance (2017 Pagis) and acceptanc
<b>To:</b> 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Corbett, Krysti < Corbett.Krysti@epa.gov >; Coomber, Robert < coomber.robert@epa.gov >; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>

<2017Regionfirstassistants@epa.gov>

**Subject:** V/V Information

ED\_001372\_00000208-00003

HI Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

Selection Criteria:

## Ex. 5 - Deliberative Process

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 6/1/2017 3:06:16 PM

To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR PMOs@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov];

Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]

Subject: RE: V/V Follow up

Importance: High

Everyone, an organization asked if the guidance on SES positions also applies to SL/ST positions? The answer is: yes.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

On May 31, 2017, at 11:43 AM, Hunt, Loretta < Hunt. Loretta@epa.gov> wrote:

FYI

From: Vizian, Donna

Sent: Wednesday, May 31, 2017 11:24 AM

To: 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA

Cc: Hart, Debbi; Hunt, Loretta; Showman, John

Subject: V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best, Donna To: LER Community[LER\_Community@epa.gov]; RHRO[RHRO@epa.gov]

From: Coomber, Robert

Sent: Tue 6/20/2017 8:18:47 PM
Subject: FW: Official Notice: VERA/VSIP

Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment

Authorities (VERA/VSIP)

Proposed EPA VERA VSIP MOU - 06-20-17.docx

FYI, union notice re VERA VSIP

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

From: Coomber, Robert

**Sent:** Tuesday, June 20, 2017 1:38 PM

**To:** Morton, Gary <Morton.Gary@epa.gov>; 'tim.seidman@nteu.org' <tim.seidman@nteu.org>; McBride, William <McBride.William@epa.gov>; Mills, Lesley <Mills.Lesley@epa.gov>; Pitchford, Ann <Pitchford.Ann@epa.gov>; Sims, Mark <Sims.Mark@epa.gov>; Oliver, Leah <Oliver.Leah@epa.gov>

**Cc:** O'Grady, John <Ogrady.Johnj@epa.gov>; Coryell, Mark <coryell.mark@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Morrison, Denise

<Morrison.Denise@epa.gov>

Subject: Official Notice: VERA/VSIP

Good Afternoon:

We have called all of you individually regarding the upcoming VERA/VSIP offering. Any VERA/VSIP offering is still subject to OPM and OMB approval. However, in the

meantime, we are seeking to work together to reach an agreement over procedures that we will utilize for this next round – should it be approved. The maximum number of offers under this VERA/VSIP will be 1228 employees, agency-wide. As of now, the last effective date for employee separations is September 2, 2017, so any applications would have to be in before that date.

With this email, we are providing official notice of the next round of VERA/VSIP offerings, and we are attaching a proposed MOU detailing procedures for the parties to follow. This MOU is extremely similar to MOUs signed between the agency and most of the unions in 2014 and 2015. This MOU incorporated suggestions made by Union representatives during negotiations over the VERA/VSIP offerings in 2014 and 2015. Also attached as a courtesy please find the mass mailer that will go out to employees this afternoon. Regarding retirement training, the Shared Service Centers have told us the following:

Starting next week each SSC will provide webinars twice on each Tuesday and Thursday until the window ends on July 26<sup>th</sup>. Times will vary to cover time zones across serviced organizations. We may provide additional sessions for customers by request if needed. There is also a 508 compliant version of the presentation that is going on the Agency VERA/VSIP intranet site that employees can access on their own as needed.

Some of you mentioned that you would provide the agency with draft MOUs based on our past MOUs. We are happy to look at your drafts, but we ask you to keep in mind that most of the negotiable aspects of VERA/VSIP need to be consistent across the agency. Please get us any feedback you have as soon as possible. We hope to have the agreements signed by Friday, June 30, 2017. If you have any questions, please let me know as soon as possible, as we are looking to move forward quickly to provide this opportunity to employees.

Thank you for your efforts.		
Best regards,		

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 8/1/2017 12:56:21 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]

Subject: Re: EPA's VERA/VSIP Request -

Will do.

On Jul 31, 2017, at 6:52 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

Ryan is very interested in this. Please let me know what we hear back from OPM. thanks

On Jul 31, 2017, at 3:56 PM, Hunt, Loretta < Hunt. Loretta@epa.gov > wrote:

Just to keep everyone in the loop,

Offices are starting to ask for allocation flexibility (i.e., Office A received 5 applications, Office B received 2, the AA-ship or Region wants to shift some of Office B's surplus slots to A).

Generally, OPM considers this a minor adjustment as long as nothing else changes (no new positions, no change in dates, no increase in maximum offers).

I've asked OPM if we can just do it at the agency level instead of asking for multiple adjustments for each region or program office.

I'll let you know the outcome.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:38 PM

To: Snowden, Gregory A < Gregory.Snowden@opm.gov>; Mahoney, Michael J

< Mike. Mahoney@opm.gov >; Grossman, Andrea L. EOP/OMB

<Andrea L Grossman@omb.eop.gov>; Hickey, Mike J. EOP/OMB

<Michael\_Hickey@omb.eop.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than applications. Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments? I could add the following to the introduction section: "Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded." Thanks in advance for your review and assistance. Loretta L. Hunt **Branch Chief** Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA Phone: (202) 564-6963 Email: hunt.foretta@epa.gov From: Hunt, Loretta Sent: Friday, July 28, 2017 4:26 PM To: Snowden, Gregory A < Gregory. Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. EOP/OMB <Andrea\_L\_Grossman@omb.eop.gov>; Hickey, Mike J. EOP/OMB <Michael\_Hickey@omb.eop.gov> Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov> Subject: Re: EPA's VERA/VSIP Request -Gregory/Mike, EPA would like to request adjustment flexibility for our Region 6 office: "Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of cannot be exceeded." The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A < Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J.

EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey,

Mike J. EOP/OMB **Cc:** Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of [ELS-Delegrative Process]

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of be exceeded.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta < Hunt, Loretta@epa.gov>; Snowden, Gregory A

<Gregory.Snowden@opm.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov > Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Monday, July 10, 2017 11:13 AM

To: Mahoney, Michael J; Snowden, Gregory A

Cc: Hart, Debbi

**Subject:** EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/9/2017 10:23:10 PM

**To**: Gray, Linda [gray.linda@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Following up--

Sensitivity: Company Confidential

Sounds good—hope you feel better!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Gray, Linda

Sent: Friday, June 09, 2017 5:53 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

**Subject:** Re: Following up--**Sensitivity:** Confidential

We can discuss some time Tuesday as I think you are out on Monday. Hopefully, I'm feeling up to coming in on Monday. Still not feeling better. Went to the doctor and got more medicine.

Sent from my iPhone

On Jun 9, 2017, at 3:54 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Linda-

Per my v-mail this morning, I got wind of a very significant reorg being requested by the Administrator late yesterday. We had heard some previous murmurings about it, but nothing solidified. And now it is back. Donna confirmed that it will be a next priority for us post V/V and that it is highly confidential. Let me know when you'd like to discuss. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Vizian, Donna [Vizian.Donna@epa.gov]

Sent: 5/30/2017 2:01:29 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Atkinson, Ryan

[Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti

[Corbett.Krysti@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carter, Rick

[Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]

Subject: RE: VERA/VSIP Proposed Selection Criteria

#### Thanks Loretta

From: Hunt, Loretta

Sent: Tuesday, May 30, 2017 9:58 AM

**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Coomber, Robert

<coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

**Cc:** Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Carter, Rick < Carter. Rick@epa.gov>; Helm, Arron < Helm. Arron@epa.gov>

Subject: RE: VERA/VSIP Proposed Selection Criteria

Thanks everyone for your prompt response. The proposed selection criteria are below:

## Ex. 5 - Deliberative Process

We'll let the SSCs know if the language changes based on senior management feedback and/or union negotiations.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, May 25, 2017 7:05 PM

**To:** Bonner, Jerome <<u>Bonner, Jerome@epa.gov</u>>; Atkinson, Ryan <<u>Atkinson, Ryan@epa.gov</u>>; Taylor, Jeremy <<u>Taylor, Jeremy@epa.gov</u>>; Engebretson, Lizabeth <<u>Engebretson, Lizabeth@epa.gov</u>>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett, Krysti@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John < Showman. John@epa.gov >; Gray, Linda < gray. linda@epa.gov >; Carpenter, Wesley < Carpenter, Wesley@epa.gov >; Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < Parker, gary@epa.gov >; Carter, Rick < Carter, Rick@epa.gov >; Helm, Arron < Helm. Arron@epa.gov >

Subject: VERA/VSIP Service Comp Date/Meeting Notice

Importance: High

SSC Directors and LERD,

I apologize for the quick turnaround. We need to choose selection criteria for V/V applications. Debbi pulled the following information from Phase II communications:

# Ex. 5 - Deliberative Process

Please let me know if you're fine with this selection method or provide your concerns NLT 10 am, Tuesday, May 30<sup>th</sup>.

Also, I sent a meeting invite for May 31st so we can start planning for V/V.

If you have any questions or concerns, please contact Debbi Hart on May 26th or me on May 30th.

Thanks and have a good, long weekend.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA Phone: (202) 564-6963

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Bonner, Jerome [Bonner.Jerome@epa.gov]

**Sent**: 5/27/2017 4:43:43 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Atkinson,

Ryan [Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti

[Corbett.Krysti@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]

Subject: RE: VERA/VSIP Service Comp Date/Meeting Notice

#### Loretta

Thanks for the opportunity to review. I offer the following suggestion: "Entry on Duty (EOD) Date - EPA years of service". You may want to consider stating PPA years of service so there isn't any confusion whether the service includes all periods of temporary service or just career time.

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950

Tel: 513.569.7950 Mobile: 513.518.4849

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta

**Sent:** Thursday, May 25, 2017 7:05 PM

**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>

Subject: VERA/VSIP Service Comp Date/Meeting Notice

Importance: High

SSC Directors and LERD,

I apologize for the quick turnaround. We need to choose selection criteria for V/V applications. Debbi pulled the following information from Phase II communications:

## Ex. 5 - Deliberative Process

Please let me know if you're fine with this selection method or provide your concerns NLT 10 am, Tuesday, May 30<sup>th</sup>.

Also, I sent a meeting invite for May 31st so we can start planning for V/V.

If you have any questions or concerns, please contact Debbi Hart on May 26th or me on May 30th.

Thanks and have a good, long weekend.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov To: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Cunningham, Bisa

**Sent:** Thur 7/27/2017 8:38:23 PM

Subject: FW: Questions About Post V/V Actions

**FYSA** 

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: Ex. 6 - Personal Privacy

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Thursday, July 27, 2017 3:58 PM

**To:** Vizian, Donna < Vizian.Donna@epa.gov>; Showman, John < Showman.John@epa.gov> **Cc:** Cunningham, Bisa < cunningham.bisa@epa.gov>; Parker, Gary < parker.gary@epa.gov>

Subject: Questions About Post V/V Actions

Donna/John,

I met with the SSC Directors today and the following questions were asked:

•□□□□□□□□ If a position is vacated under V/V, can the organization fill it temporarily until the position can be restructured per the business case? The SSCs felt that some offices would need this flexibility to allow time to update PDs, recruit, etc. If allowed, we all agreed an absolute

To: Ack, David[Ack.David@epa.gov]

**Cc:** Cox, Andrew[Cox.Andrew@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Kelty, Diane

**Sent:** Wed 7/26/2017 5:17:29 PM

Subject: VERA/VSIP - Upcoming Checkout Fair

Hi David -

I understand you are OARM's POC on check-out fairs for employees departing under VERA/VSIP. We have given our folks a heads up. Can you keep Andrew and I in the loop on plans and what OARM needs from OCFO to support the check-out process?

Once we have the eligible pool and/or acceptances of the VERA/VSIP offers, it would be helpful to have a list of employees to do some advance work. For example, we can check Concur for authorized but unpaid travel that needs to be vouchered to prompt those along before an employee departs.

I have to admit, based on our experience at the HQs appointee checkout fair in January, OCFO's work is done before (or after) an employee departs NOT at the check-out fair. We participated in the January HQs appointee check-out fairs as a courtesy and the "just-in-case" factor and are willing to do so again, especially since the number of employees departing under VERA/VSIP will likely be higher.

Thanks	,
--------	---

Diane

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 5/9/2017 7:38:15 PM

To: Helm, Arron [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]
Subject: Follow-Up on Safe Positions

Attachments: VSIP request template FINAL.pdf; Question about internal merit promotion and safe positions

### Arron/Rick,

A few ARAs asked if vacated "safe positions" could be competed using MP procedures (i.e., if a targeted safe position is vacated, could the office compete the position internally to fill it)? Besides misunderstanding the safe position concept (see R5's attached write-up), I believe the use of MP procedures would negate the purpose of designating a safe position since: the agency would be unable to limit the area of consideration to just those whose positions were targeted for restructuring or elimination; and management has the right to select or not select from a group of certified eligibles.

OPM's revised VSIP template specifically addresses safe positions (pg. 2, attached):

In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [NOTE: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)]

In my opinion, **Ex. 5 - Deliberative Process**Anything else could be seen as an attempt to game the system. For example, a "safe position" that's targeted to get a poor performer to leave and the organization competes it and hires someone who isn't in the targeted population pool. Remember, we don't even have to change the PDs for the safe positions.

Thoughts?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 4/14/2017 6:00:32 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gantt, Melissa

[Gantt.Melissa@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

Subject: RE: V/V

Debbi,

Thank you to you and your team for all of your hard work on this.

Enjoy your weekend!

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hart, Debbi

Sent: Friday, April 14, 2017 1:56 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: V/V Importance: High

Re-sending COS information from this morning combined with the V/V chart and excerpt on themes from the V/V Impact Report that I sent this afternoon. Now you have it all except for the compiled one-page summaries from all Round 1 and 2 submissions. Loretta will deliver that on Monday. Happy Easter! Debbi

From: Hart, Debbi

Sent: Friday, April 14, 2017 10:47 AM

To: Vizian, Donna < Vizian, Donna@epa.gov>

**Cc:** Showman, John <<u>Showman.John@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Carpenter, Wesley

<a href="mailto:</a> <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>

Subject: RE: V/V Importance: High

I've attached a couple of example Mass Mailers released by Bob P. when we initiated Round 1 of V/V. The AA for OARM (Craig at the time) also supplemented Bob's communications with additional information—another example attached. As OPM/OMB approved business cases, more specific info went out to employees in targeted organizations (see OARM communication from Nanci to OA employees attached). In terms of summaries, we prepared brief one pagers summarizing business cases when we sent the full proposal over for approval. I've attached ORD's as an example. Please review and let me know if that will work. Not sure what your timeframe question means, so clarify if possible. As always let me know if there are questions. Thanks. Debbi

Debbi Hart Director Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Vizian, Donna

Sent: Thursday, April 13, 2017 5:09 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Cc: Showman, John <<u>Showman.John@epa.gov</u>>

Subject: V/V

Hi – had a meeting with the COS today on this. He would like some information about what we did and how we did it the last time. How did we communicate to staff? Do we have the communication we sent to those in the pool. Can we do a summary of the business cases? Timeframe? Thanks much.

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/14/2017 5:35:56 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John

[Showman.John@epa.gov]

**Subject**: Excerpt from V/V Impact Report--

Attachments: Copy of V V Summary Rounds 1 and 2 4 10 15.xlsx

This should help with understanding the themes. The attached chart shows the numbers of targeted positions, max offers and total departures for Rounds 1 and 2 (FYI--R10's submittal lagged after official Round 2, but I have departure numbers for them if needed.) Does that work for what COS needs? I'll work with Loretta to get all the summaries over on Monday. D

As the EPA's program and regional offices have diverse goals and priorities and a workforce comprising equally diverse occupations, each office was tasked with developing an individual business case to support the need for VERA/VSIP. In order to develop a thorough business case and determine the best course of action for streamlining the workforce, each of the participating program and regional offices utilized a variety of workforce planning methods and strategies. Specifically, each office began by comparing current and future organizational goals with their current workforce demographics data. This analysis determined efficiencies that could be gained while identifying the skill gaps that needed to be closed. Two common rationales were identified by a majority of the offices to support streamlining of the workforce:

Reduce and Restructure Administrative Support Positions – of the 19 participating offices cited a change in administrative support needs as a basis for VERA/VSIP. A sample of the positions targeted for reduction included Miscellaneous Clerk and Assistant (0303), Secretary (0318), Office Automation Clerk (0326) and Environmental Protection Assistants (0029).

**Rebalance Grade Structure** — of the 19 offices cited the need to reduce the number of positions at senior grade levels in areas where higher level expertise was no longer needed.

Other rationales cited by multiple offices included the need to reduce generalized programmatic positions and reduce the number of attorney and supervisory positions. These changes created opportunities for offices to bring in the skill sets necessary for meeting evolving mission needs and adjust supervisory ratios that were in many cases quite low.

Employee departures may require reorganizations over time and detailed hiring plans to ensure that skill needs are met. Each office will continue to reevaluate workforce plans and critically analyze each potential hiring action to make certain essential skill gaps are being closed to meet the agency's needs.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/14/2017 1:15:49 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: EPA Workforce Reshaping Information

Attachments: V-V Business Case Checklist April2017final.docx; VERA-VSIP Overview Presentation April2017.pptx; Guiding

Questions WFP revApril2017.docx; VV ExampleThemeJustificationsApril2017.docx; vera guide.pdf; vsip guide.pdf

Thanks for reviewing! Really want to make sure all instructions are clear. Gary is adding some last minute edits to the Targeted Positions Template so I will send it over as soon as it is complete. Otherwise, this should be the full package. I'm going to be adding a list of all the attachments with a brief description of what they are and can be used for. Please let me know your thoughts. THANKS AGAIN!

\*

#### Greetings EPA Colleagues-

As previously discussed, please find attached VERA/VSIP materials intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Specifically you must review the VERA/VSIP Checklist and follow the instructions there to complete your office's 2-page business case. You must also populate the Targeted Positions Template Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (i.e., VERA/VSIP Overview PowerPoint, Guiding Questions, Example Theme and Justifications, VERA and VSIP Guides from OPM).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017.** 

- Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Checklist)
- Completed Targeted Positions Template
- Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

## **HUMAN RESOURCES COMMUNITY CALL**

Meeting Minutes July 20, 2017 1:30 PM – 2:30 PM

Location: WJC North 5340

Teleconference Line: Teleconference Code

Ex. 6 - Personal Privacy

The next HR Community Call will be Thursday, August 3 from 1:30-2:30PM EST

Send topics for next meeting to Ken Schreefer at Office of Human Resources@epa.gov; Schreefer.Kenneth@epa.gov

## **Discussion Topics:**

#### Introduction. Ken Schreefer

- Ken Schreefer opened the call by introducing Linda Gray to provide an announcement.
- Ms. Gray announced that everyone should have received an email from Wes Carpenter the morning of Thursday, July 20 about a private vendor who has been sending emails to EPA employees about riff notices and benefits. These emails and notices are not EPA sanctioned and employees should be contacting their HR Representatives if they have any concerns. The email from Mr. Carpenter that was sent on Thursday provides information to HR Representatives about how to talk to employees about the notices they may have received from the private vendor.
- 1. EPA's Physical Security Program, Kelly Glazier, OARM, Office of Administration
  - Within SMD there is a branch to ensure compliance with federal security standards. This branch operates largely in the background, but has been putting out security and guidance over the years. New security implementing directives were sent out recently. Executive Order 12977 created the Interagency Security Committee (ISC) with guidance for all non-military agencies and guidance on how to implement security. EPA has historically followed this guidance, but has not officially documented that the guidance has been implemented. ISC now requires reporting on interagency security standards so it can reported to Congress. EPA has to more directly document that the agency is following ISC standards. These ISC standards are continually modified and changed by national security and OPM. EPA needs Security Implementing Directives. These Directives will be a mechanism to efficiently and effectively communicate compliance standards to be followed by regions, offices, and labs. OARM will put out a directive about risk management because these are already being initiated, but they will also be entered into a report. Moving forward EPA has to report if the agency accepted, designated, or mitigated the risk. This will probably impact the regions and labs more than Headquarters.
  - Access to the buildings using the smartcards is a situational compliance measure and would be done on a case by case basis.
  - The Position Sensitivity Designation is being released soon, and letters will be sent to all
    employees to let them know. Managers are encouraged to do this with the employees,
    but it is not required. Managers must use the OPM designation tool and record the
    designation in the tool. EPA also requires that the managers complete a spreadsheet

with the designation, and that information is sent to OARM. OARM has created videos and tutorials on how to fill out the tool and spreadsheet and the SSC have been briefed.

- Data Center Migration Affecting Enterprise Human Resource Integration Data Warehouse and Electronic Official Personnel Folder Systems and Restoring Full TRAC Command (Limited Use), Bobby Moore, OARM, OHR, Information Technology Division Director
  - OPM's Warehouse Infrastructure is being moved to Georgia from Colorado. The systems had to go down over the weekend of July 15 and 16. It was scheduled to be back online on July 19, but was not. The new scheduled time for it to be up was July 20 at 2PM. Historical data is still visible in the system, but no new actions can be made. The live system will be up by July 31. All actions are being held at IBC and will be sent to OPM for incorporation. The internal website will be updated with an announcement about the outage. There could be periodic outages through July 31 for testing.
  - The TRAC Command accessibility issue was elevated to ARA-level. The decision was made to provide full TRAC command to a limited number of users. Through ARA approval, three to five employees will have access to the full TRAC Command. Because the sensitivity of the data available, OHR needs to be able to monitor and who has access. These three to five employees should be designated at the highest level of the organization because they will need to service other employees. The ARA or PMO needs to send a memo or email to Mr. Bobby Moore with the names of the people in their office or region who should have access. The ARA and PMO and those who are granted access need to understand the severity and sensitivity for the TRAC Command.

#### 3. VERA/VSIP Timeline Update and eOPF, SSC Directors, CIN/LV/RTP

- The VERA/VSIP notices have been sent to employees. 422 applicants have entered their information into the intake system. Because of the eOPF system impacts, the SSC cannot look at the eligibility of the employees who have applied. An adjusted schedule/timeline has been developed based on the impacts to the HROs, PMOs and regional HR offices. BJ Collins sent out an email notice with the adjusted timelines. This timeline is based on the premise that eOPF comes back online within the proposed timeline. The SSCs have developed a workaround for checking eligibility until the system is viewable. The SSC will ask employees who have applied to download their records and have then to a secured location that only the SSC can access. Only employees who have applied will be able to upload their records documents, they will not be able to edit or open anything else; only the SSC will be able to view. The SSCs are going to test the instructions for this work around before communications are sent to employees. Additional information will be released once the SSCs have tested the instructions.
- The SSCs are working with OARM and OEI to develop a drive for each of the SSCs so employees will be able to upload their documents. OEI and OARM are working to make sure the system is secure for those at the SSC who access.
- The SSC will be asking employees to download a copy of eOFP and the documents will be constantly monitored for their security; employees will be told their documents have been received because SSCs know how sensitive this information is and that it needs to be secured at all times. This is an optional contingency and if employees have security concerns they can wait. If SSCs cannot review employee files, they may be rushing to process these requests. SSCs would like the HR Community to endorse this workaround process over the secure network.
- Once the eOFP system does become viable, all the records will be deleted in the file for the workaround.
- Please make employees aware that the schedule has changed and the date has moved

- to August 9 for notification. It is up to each office how they decide to notify employees of this change in schedule.
- The MOU has not been signed, and the national level memo has not been sent out, but SSCs are working on that. The national memo will also go to the Unions for notification.
- Until eligibility determinations have been made, do not share specific employee names, but numbers of applicants can be shared.
- **4.** Interagency Agreement Process for PMF's, Bisa Cunningham, OARM, OHR, Diversity Recruitment and Employee Services Division Director
  - Joann Brant presented on this topic.
  - Ms. Brant has been receiving questions from regions and PMOs about paying the reimbursement fee when a Presidential Management Fellow (PMF) Program payment is due.
  - OPM has outstanding PMF fees across different agencies. In 2017, the payment requirements have changed. There is a \$7,000 fee per PMF which is due within 30 days of a PMF signing the acceptance offer. In order to have this fee paid by EPA, the office or region must fill out 7600A and 7600B in the IGMS system and ensure the decision memo is sent with the completed forms to OPM for processing. Ms. Brant has been following up with offices and regions to ensure that the process has been started.
  - The decision memo can be amended if additional students are added. An Incremental Amendment (IA) and extension can be filed instead of resubmitting all paperwork. The extension would only extend to 2017 and IA would add the additional fee required. This is a much easier process.
  - Within a 6 month period if the PMF leaves for another agency, the other agency can pick up part of the fee associated with that student.
- 5. Talent Hub Update, Scott Fraser, Deputy Director, Office of Public Engagement
  - Talent Hub is rolling out two products for users.
    - The Talent Hub Team had developed a User Guide that provides information about how to apply for details and temporary promotions. This will provide more detail about the steps in Talent Hub to create a listing. Talent Hub is rolling this out to the HR Community to review and test.
    - The Talent Hub Team also created a Data Visualization Tool which shows all the opportunities that have been posted over the past 3+ years. The tools allows for sorting of information. This will allow for comparisons between offices and types of postings. Another piece shows applicants within a program and that information can be downloaded. Mr. Fraser will send the link for the Tool to the HR Community so the group members can look at it in test environment.

Closing Remarks: The next HR Community call will be held on August 3. It will be the last meeting that Mr. Schreefer will be facilitating before he retires. The organization and facilitation of the HR Community call will be passed to another employee. Please send Mr. Schreefer changes to the distribution list with accurate contact information for anyone who needs to be added.

#### In Attendance:

Region 1	$\overline{\checkmark}$	Region 8	OA	OGC	$\overline{\square}$
Region 2		Region 9	OARM	OITA	
Region 3	$\overline{\checkmark}$	Region 10	OAR	ORD	

Region 4		Las Vegas		OCFO		OLEM	Ø
Region 5	$\overline{\square}$	Cincinnati	$\square$	OCSPP		OW	
Region 6	$\overline{\checkmark}$	Ann Arbor		OICA			
Region 7		RTP		OEI	Ø		

From: Corbett, Krysti [Corbett.Krysti@epa.gov]

**Sent**: 7/24/2017 6:02:45 PM

To: Collins, BJ [Collins.BJ@epa.gov]; Morton, Gary [Morton.Gary@epa.gov]; Sims, Mark [Sims.Mark@epa.gov]; Tim

Seidman [Tim.Seidman@NTEU.ORG]; Pitchford, Ann [Pitchford.Ann@epa.gov]; McBride, William [McBride.William@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Bonner, Jerome

[Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; LER Community

[LER\_Community@epa.gov]

CC: Lynne, Diane [Lynne.Diane@epa.gov]; NTEU 280 Board [NTEU280Board@epa.gov]; joe@nteu280.org; Rodriguez,

Maria [Rodriguez.Maria@epa.gov]; Chan, Patrick [Chan.Patrick@epa.gov]; Maier, Brent [Maier.Brent@epa.gov]; Janes, Elizabeth [Janes.Elizabeth@epa.gov]; Temple, Celeste [Temple.Celeste@epa.gov]; Doolan, Stephanie [Doolan.Stephanie@epa.gov]; Wilson, Saundi [Wilson.Saundi@epa.gov]; Davis, Zakiya [Davis.Zakiya@epa.gov]; Miles, Sherry [miles.sherry@epa.gov]; Witherspoon, Stacy [Witherspoon.Stacy@epa.gov]; Alexander, David [Alexander.David@epa.gov]; Edgell, Joe [Edgell.Joe@epa.gov]; Ottlinger, Michael [Ottlinger.Michael@epa.gov];

Castaneda, John [castaneda.john@epa.gov]; Holt, Kendal [holt.kendal@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Johnson, StacyD [Johnson.StacyD@epa.gov]; Clifton, Tony [Clifton.Tony@epa.gov];

Storm, Derrick [storm.derrick@epa.gov]; Ferrell, Randolph [ferrell.randolph@epa.gov]; Smith, Kathryn

[Smith.Kathryn@epa.gov]; Johnson, Lindsey [johnson.lindsey@epa.gov]; Davis, Nikki [davis.nikki@epa.gov]; Bossard,

Justin [bossard.justin@epa.gov]; Carter, Beverly [Carter.Beverly@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Stewart, Jannette [Stewart.Jannette@epa.gov]; Weller, Gregory

[weller.gregory@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Guelker, Carla [guelker.carla@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Hall, Katherin [hall.katherin@epa.gov]; Kloc, Daniel [kloc.daniel@epa.gov]; Marlinga,

Richard [marlinga.richard@epa.gov]; Bradish, Tracey [bradish.tracey@epa.gov]; Wong, Beatrice

[wong.beatrice@epa.gov]; Gordon, Noreen [Gordon.Noreen@epa.gov]; Ezzati, Patty [Ezzati.Pargol@epa.gov];

Gates, Lonnie [gates.lonnie@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]

Subject: RE: Union Briefing on VERA VSIP Current Status

All,

The below message went out from the applicable SSC to affected individuals this morning at 9am.

Subject: URGENT - Request for Assistance with VERA/VSIP Documents (eOPF)

On Friday, 07/14/2017 the Office of Personnel Management took the Electronic Official Personnel Folder, or eOPF system, offline affecting all employees, including Human Resources Shared Service Center personnel. This downtime was deemed necessary in order to migrate the IT system to a new location and provide a more contemporary, stable environment to house our EHRI (personnel) data.

On July 20, 2017 the eOPF system was brought back online in a <u>limited, read-only</u> capacity. This means that while OPM finalizes the migration, no new documents can be added to your folder until the work in complete. This also means that Shared Service Center and Office of Human Resources staff cannot access your folder to complete a thorough review of your records as part of processing your application for the VERA/VSIP initiative.

By OPM's schedule, full-service eOPF will not be available until after 07/31/2017. As you already know, the timeline we are working toward with the Agency's commitment to VERA/VSIP is of particular importance. As such, we have collaborated with OARM and OEI to develop a contingency, to ensure we are able to continue forward, despite this system outage.

As a current applicant for EPA's 2017 VERA/VSIP period, we are requesting you to download your eOPF and provide it to your SSC-Benefits Specialist so your employee records review can be completed. (Guidance/Instructions are attached to this memo)

Please know, we understand and appreciate the sensitivity of this particular request. With guidance and technical support of EPA-IT Professionals in both OEI and OARM, we've developed a secure and simple process to transmit your records, safely and efficiently. This alternative means is completely optional.

Rest assured, the copy of your eOPF is for reviewing purposes by qualified HR staff from this secure Network drive. The file is a temporary document, as your official eOPF records are housed and maintained within the eOPF system.

If you have and questions, or require clarification on this process please email your respected Shared Service Center at

Click Link (or Copy/Paste): CIN\_HRSSC\_Benefits\_Central@epa.gov (Each SSC has their own drive)

### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295
Mobile: Ex. 6 - Personal Privacy
corbett.kryst@epa.gov

----Original Appointment-----

From: Corbett, Krysti

Sent: Friday, July 21, 2017 1:05 PM

To: Corbett, Krysti; Collins, BJ; Morton, Gary; Sims, Mark; Tim Seidman; Pitchford, Ann; McBride, William; Coomber,

Robert; Bonner, Jerome; Engebretson, Lizabeth; LER Community

Cc: Lynne, Diane; NTEU 280 Board; joe@nteu280.org; Rodriguez, Maria; Chan, Patrick; Maier, Brent; Janes, Elizabeth; Temple, Celeste; Doolan, Stephanie; Wilson, Saundi; Davis, Zakiya; Miles, Sherry; Witherspoon, Stacy; Alexander, David; Edgell, Joe; Ottlinger, Michael; Castaneda, John; Holt, Kendal; Carpenter, Wesley; Johnson, StacyD; Clifton, Tony; Storm, Derrick; Ferrell, Randolph; Smith, Kathryn; Johnson, Lindsey; Davis, Nikki; Bossard, Justin; Carter, Beverly; Shanahan, Katherine; Stewart, Jannette; Weller, Gregory; Sanders, Amy; Guelker, Carla; Helm, Arron; Hall, Katherin; Kloc, Daniel; Marlinga, Richard; Bradish, Tracey; Wong, Beatrice; Gordon, Noreen; Ezzati, Patty; Gates, Lonnie; McManus, Catharine Subject: Union Briefing on VERA VSIP Current Status

When: Monday, July 24, 2017 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Ex. 6 - Personal Privacy Code: Ex. 6 - Personal Privacy

>

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 7/24/2017 1:32:12 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: Re: Mass mailer next week

I'm wracking my brain-- assuming no new folks coming into leadership positions...? Nothing new on telework scene other than Maxiflex extended. EVS continues, LMS progress continues. No new policies. Sorry! Loretta- any thoughts?

```
Sent from my iPhone
> On Jul 24, 2017, at 7:47 AM, Carpenter, Wesley <Carpenter.Wesley@epa.gov> wrote:
> Debbi/Loretta:
>
 Good morning. Please advise. Thanks.
> Wes
> ----Original Message----
> From: Showman, John
> Sent: Monday, July 24, 2017 7:41 AM
> To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick
<Carter.Rick@epa.gov>
> Subject: FW: Mass mailer next week
> See Mike's question --- anything you can think of?
>
> ----Original Message----
> From: Showman, John
> Sent: Monday, July 24, 2017 7:38 AM
> To: Flynn, Mike <Flynn.Mike@epa.gov>
> Cc: Bloom, David <Bloom.David@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
> Subject: RE: Mass mailer next week
> I don't think so but will double check with OHR and the SSCs.
> ----Original Message----
> From: Flynn, Mike
> Sent: Monday, July 24, 2017 7:26 AM
> To: Showman, John <Showman.John@epa.gov>
> Cc: Bloom, David <Bloom.David@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
> Subject: Re: Mass mailer next week
> Ryan wants another mass mailer today or tomorrow reminding staff of the June 26 deadline for V/V
applications. Is there any other updates for staff we could add into this mailer?
> Mike Flynn
> Acting Deputy Administrator
> U.S. Environmental Protection Agency
> (202) 564- 4711
```

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 4/14/2017 3:39:37 AM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Showman, John

[Showman.John@epa.gov]

Subject: Re: V/V

Finish what you are doing and then this. I know this is a lot and I don't think it will get better. I k ow you can do it though. Thanks

On Apr 13, 2017, at 6:24 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

OY! You're killing me. Just kidding.

I can pull some pieces together for you in the morning but would like to finish the other ask first (it's almost done.) Is that ok? D

Sent from my iPhone

On Apr 13, 2017, at 5:09 PM, Vizian, Donna < Vizian. Donna@epa.gov > wrote:

Hi – had a meeting with the COS today on this. He would like some information about what we did and how we did it the last time. How did we communicate to staff? Do we have the communication we sent to those in the pool. Can we do a summary of the business cases? Timeframe? Thanks much.

To: LER Community[LER\_Community@epa.gov]; RHRO[RHRO@epa.gov]

From: Coomber, Robert

**Sent:** Thur 7/20/2017 6:27:22 PM

Subject: FW: Revised V/V Schedule - eOPF Access Issue

SSC Schedule V-V 7-19-17.docx

ATT00001.htm

FYI, there is a needed change in the VERA/VSIP schedule. Please see notice below.

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

From: Coomber, Robert

Sent: Thursday, July 20, 2017 2:27 PM

**To:** 'Tim Seidman' <Tim.Seidman@NTEU.ORG>; Morton, Gary <Morton.Gary@epa.gov>; McBride, William <McBride.William@epa.gov>; Pitchford, Ann <Pitchford.Ann@epa.gov>; Sims,

Mark <Sims.Mark@epa.gov>

Cc: Corbett, Krysti < Corbett. Krysti@epa.gov>

Subject: FW: Revised V/V Schedule - eOPF Access Issue

Unions,

Below please see a schedule change in the VERA/VSIP procedures that was necessitated by OPM's data center migration, which is affecting access to the Enterprise Human Resources Integration (EHRI) Data Warehouse and the electronic Official Personnel Folder (eOPF) systems. While the eOPF is offline, the HRSSC staff are unable to verify employee eligibility for VERA/VSIP and therefore we have modified our schedule. The revised schedule will not impact the last date for employees to separate which is September 2, 20117.

The revised V/V schedule is as follows:

SSCs send eligibility lists to RHRO/PMOs
Responses due back to SSC from RHRO/PMOs
8/8/2017 (was 7/28/2017)

Employee Selected/Non-selected Letters Sent
8/9/17 (was 8/2/2017)

RHRO/PMOs ensure VSIP/Retirement FPPS actions are 8/10/17-9/2/17 (was 8/2 – 9/2/17)

initiated/authorized with correct accounting; separation and records management responsibilities completed

OPM anticipates access will be back online by July 31, 2017. Employees will still be able to access their eOPF, print documents, and change their passwords.

Regards,

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: Ex. 6 - Personal Privacy

coomber.robert@epa.gov

# VERA/VSIP Schedule for SSC Actions (Pending final agreement with the unions and OPM/OMB approval of requests) July 19, 2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer	
V/V/Notify union	✓ 6/2/17
Provide draft request to OPM/OMB	✓ 6/16/17
Notify unions of V/V submission	✓ 6/20/17
Provide tentative, office-specific VERA/VSIP	
information to employees (template communication)/	
Optional AA/RA-level Meetings with employees	✓ 6/20/17
Provide template communications (general	
notification for office and notice to employees in	
targeted positions) to NPMs/Regions; office-specific	
communications can be sent to employees AFTER	
approval is received	<b>√</b> 7/6/17
OPM/OMB approval	<b>√</b> 7/10/17
Notify unions of approval	<b>√</b> 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification to all employees	
	✓ 7/12/17
AAs/RAs send notice to employees in targeted	✓ 7/13/17
positions	
VERA/VSIP Application Window Open	7/13/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	8/4/17
Responses due back to SSC from RHRO/PMOs	8/8/17
Employee Selected/Non-selected Letters Sent	8/9/17
RHRO/PMOs ensure VSIP/Retirement FPPS actions	
are initiated/authorized with correct accounting;	
separation and records management responsibilities	
completed	8/10/17-9/2/17
HR SSCs evaluate the wait list and send new offers as	
appropriate	8/18/17
Last date for organizations to request a late separation	
date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were	
selected to be offered a V/V, to decline their	
VERA/VSIP	8/31/17
Last effective date for employee separations	9/2/17

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/11/2017 12:00:16 PM

To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: Workforce planning materials

Attachments: Eligiblity report 4.6.17.xlsx; ATT00001.htm; VSIP Checklist 2017.docx; ATT00002.htm; VERA Checklist 2017.docx;

ATT00003.htm; Restructure NonsupervisoryApril2017.docx; ATT00004.htm; Guiding Questions WFP April2017.docx; ATT00005.htm; Templatedraft 4.7.17.xlsx; ATT00006.htm; Example VERA VSIP Justifications April2017.docx; ATT00007.htm; vsip\_guide.pdf; ATT00008.htm; vera\_guide.pdf; ATT00009.htm; VERA-VSIP Overview Presentation

April2017.pptx; ATT00010.htm

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! © Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Thanks. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 4/11/2017 11:44:53 AM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: RE: Workforce planning materials

Yes, we do need to make sure that they have the materials.

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Carpenter, Wesley

Sent: Tuesday, April 11, 2017 7:06 AM

To: Gray, Linda <gray.linda@epa.gov>
Subject: FW: Workforce planning materials

#### Linda:

I recommend that Debbi share these attached documents with Donna and John as soon as she gets in the office as we have a meeting with all of them at 11:00 a.m. on the subject matter. To my knowledge, Donna scheduled the meeting. Please advise, so I can close the loop with Debbi. Thanks.

#### Wes

From: Hart, Debbi

Sent: Monday, April 10, 2017 4:51 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Workforce planning materials

FYI—here is the material we've put together for the Tuesday meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! © Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Please let me know if you are comfortable sharing with John/Donna. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/16/2017 8:01:47 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]

**Subject**: FW: Minor Revision to Region 2's V/V Targeted Positions Number

Attachments: mark-up of R2's two-page V-V business case.docx; clean revision of R2's two-page V-V business case.docx; Region 2's

final targeted positions template.xlsx

Importance: High

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Rubel, Robert

Sent: Friday, June 16, 2017 3:49 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Kuhns, Jason < Kuhns.Jason@epa.gov>

Cc: Pastalove, Barbara < Pastalove. Barbara@epa.gov>

Subject: Minor Revision to Region 2's V/V Targeted Positions Number

Importance: High

Here are the changes as requested, Loretta. Debbi, this <u>does not relate to our earlier conversation</u>. Barbara and I did speak about that matter with Loretta and we agreed to stand pat. **Ex. 5 - Deliberative Process** 

# Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Apologies for the oversight and for not

discovering it sooner.

I made one change to our two-page business case. It is in the second-to-last paragraph:

# Ex. 5 - Deliberative Process

I've attached a document named "mark-up..." with the same highlighting as above and also a document named "clean revision..." incorporating the change. I am mindful, however, that you folks may have made other changes to our business case. If so, it might be best for you to make directly to your version the changes that are highlighted (rather than using the attached revised document).

I've also revised our targeted positions template and inserted "final' in the document's name. The only row I modified is this one; I changed the two "9"s to "10"s:

# Ex. 5 - Deliberative Process

Of course, the totals recalculated as well.

Jason, if you recall, our multi-series clusters were a problem and I provided you with the following pair of supplemental charts. I've modified the first of these charts to also capture the change.

#### All GS-13s

***************************************	Max Offers	Targeted Positions
CASD-APB		
CASD-SMPB		
DESA-HWSB	Ev	5 - Deliberative Process
DESA-Lab	LX.	3 - Deliberative Process
DESA-MAB		
Series Total		

Underground Injection Control (UIC) Program Cluster in DECA-WCB – **Mix of GS-12s and 13s**Seven Employees in Targeted Pool

	Max Offers	Targeted Positions		
GS-13s GS-12s	Ex. 5	- Deliberative Process		

Please let me know if you have questions or need anything further. Sorry to be further complicating your day.

Robert

212-637-4166

From: Kuhns, Jason

Sent: Thursday, May 25, 2017 10:53 AM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Rubel, Robert < Rubel. Robert@epa.gov >

Cc: Hunt, Loretta < Hunt. Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Manna, Richard

<<u>Manna.Richard@epa.gov</u>>; Pace, Donald <<u>Pace.Donald@epa.gov</u>>; Pastalove, Barbara <<u>Pastalove.Barbara@epa.gov</u>>

Subject: RE: Final V-V Documents

#### Robert

Thank you for the information you provided, I believe we can work with that to obtain the necessary information on our end.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 10:18 AM

To: Rubel, Robert < Rubel.Robert@epa.gov >; Kuhns, Jason < Kuhns.Jason@epa.gov >

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Manna, Richard

<Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: RE: Final V-V Documents

Robert- Jason is taking a look. Please stay tuned. Debbi

From: Rubel, Robert

Sent: Wednesday, May 24, 2017 8:07 PM To: Kuhns, Jason < Kuhns, Jason@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>;

Manna, Richard < Manna. Richard@epa.gov>; Pace, Donald < Pace. Donald@epa.gov>; Pastalove, Barbara

<<u>Pastalove.Barbara@epa.gov</u>> **Subject:** RE: Final V-V Documents

Good evening, Jason. The RHRO community asked about interdisciplinary positions several times. We came away with the understanding that multi-series pools of targeted positions (such as those that R2 used without a problem in its 2015 V/V) could be accommodated. When I brought up interdisciplinary positions during the half hour joint ARA/RHRO call, Andrea Westenberger responded that the unlocked spreadsheet would provide the needed flexibility. No instructions for a preferred way of capturing them were forthcoming. On an earlier call with the HR community (or the RHRO community, I'm not sure which), Debbi indicated that we shouldn't worry about variations in formatting, that OHR would come up with a way to aggregate the information.

What we are being asked to do now is a real problem.

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

What I can offer is the following glimpse inside our multi-series clusters for precise series-specific numbers. I'm hoping this will provide you with sufficient info for the roll-up.

#### All GS-13s

	Max	Targeted Positions
	Offers	
CASD- APB		x. 5 - Deliberative Process

# CASDSMPB DESAHWSB DESALab DESAMAB Series Total

Underground Injection Control (UIC) Program Cluster in DECA-WCB – **Mix of GS-12s and 13s**Seven Employees in Targeted Pool

	Max	Targeted Positions		
	Offers			
GS-	Ex. 5 - Deliberative Process	Ev 5 Deliberative Process		
13s	(irrespective	Ex. 5 - Deliberative Process		
GS-	of grade)			
12s				

Barbara and I are both here tomorrow, should you wish to discuss or correspond.

Regards, Robert 212-637-4166

From: Kuhns, Jason

**Sent:** Wednesday, May 24, 2017 5:06 PM

 $\textbf{To:} \ Manna, Richard < \underline{Manna.Richard@epa.gov}; \ Pastalove, \ Barbara < \underline{Pastalove.Barbara@epa.gov}; \ Rubel, \ Robert < \underline{Manna.Richard@epa.gov}; \ Pastalove, \ Barbara < \underline{Pastalove.Barbara@epa.gov}; \ Rubel, \ Robert < \underline{Manna.Richard@epa.gov}; \ Rubel, \ R$ 

<Rubel.Robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: RE: Final V-V Documents

Thank you for your submission. After reviewing the template for Region 2, we've found we can't effectively roll up some of the rows that were added. Specifically those that combine multiple occ series. Please separate those occ series out individually for roll up purposes. This is not a request to change your overall plans for Region 2, just a change in the layout of the template.

If you have any questions, just let us know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Wednesday, May 24, 2017 3:24 PM

To: Parker, Gary cparker.gary@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>; Willig, Jeanine

<willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: FW: Final V-V Documents

Fourth.

From: Manna, Richard

**Sent:** Wednesday, May 24, 2017 2:24 PM **To:** Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>

Cc: Pastalove, Barbara < Pastalove. Barbara@epa.gov>; Rubel, Robert < Rubel. Robert@epa.gov>; Pace, Donald

<<u>Pace.Donald@epa.gov</u>> **Subject:** Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

From: Helm, Arron [Helm.Arron@epa.gov]

**Sent**: 6/16/2017 7:17:56 PM

**To**: Gray, Linda [gray.linda@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]

**Subject**: RE: Directed reassignments and closing down offices

Ok thanks. If using VTC they can get me on my personal unit – under my name in OARM-Personal systems directory.

From: Gray, Linda

**Sent:** Friday, June 16, 2017 2:42 PM **To:** Helm, Arron <Helm.Arron@epa.gov>

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: FW: Directed reassignments and closing down offices

Arron,

As a follow up to my previous email, Donna is asking to meet next week regarding directed reassignments, etc. I think her biggest question involves where we might combine a lab (surplus employees – would that cause a RIF).

We are planning to meet in Tuesday at 10 as a part of our weekly meeting with Donna. I will have Melissa send you an invite with call-in information or see if we are doing VTC.

See below for what Loretta and I have discussed so far.

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hunt, Loretta

**Sent:** Wednesday, June 14, 2017 4:14 PM **To:** Gray, Linda <a href="mailto:sray.linda@epa.gov">gray.linda@epa.gov</a> **Cc:** Hart, Debbi <a href="mailto:sray.linda@epa.gov">hart.Debbi@epa.gov</a>

Subject: RE: Directed reassignments and closing down offices

Linda,

Following-up on our phone conversation,

Whether or not RIF procedures come into play depends on the situation.

- A reassignment to a vacant position at the same grade does not trigger a RIF.
- If an employee declines a geographic reassignment, he or she may be eligible for the *benefits* of a RIF (severance pay, CTAP/ICTAP preference, etc.) but it doesn't trigger RIF procedures.

• RIF is triggered if a function is transferred and the gaining location will have a surplus of positions (i.e., not enough positions available for incoming and current staff).

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

**Sent:** Wednesday, June 14, 2017 3:35 PM **To:** Gray, Linda <<u>gray.linda@epa.gov</u>> **Cc:** Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>

Subject: RE: Directed reassignments and closing down offices

Linda,

Generally, yes, because the employee is moving for the benefit of the agency.

Sources:

**OPM Reassignment** 

EPA Policy (OCFO): Relocation Allowances for Change of Official Station

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Gray, Linda

Sent: Wednesday, June 14, 2017 3:25 PM
To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

Subject: Directed reassignments and closing down offices

Loretta,

We may have discussed before. Do we have any guidance on if we do directed reassignments, do we have to pay relocation or if we close one office? Example like consolidated labs that are outside of the commuting area.

Let me know if we need to discuss.

# Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/23/2017 9:12:05 PM

To: Cooper, Marian [Cooper.Marian@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: FW: path forward on the EO for restructuring

Attachments: Workforce Reshaping VV overview March 2017 (003). docx

Marian-

As mentioned, I'm not sure if anything was modified on the attached V/V piece after it left me. Will send RIF update from Showman next.

From: Hart, Debbi

Sent: Tuesday, March 21, 2017 10:27 AM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Helm, Arron

<Helm.Arron@epa.gov>

Subject: RE: path forward on the EO for restructuring

Importance: High

Please see attached and let me know if we hit everything.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Tuesday, March 21, 2017 8:01 AM

To: Showman, John <Showman.John@epa.gov>

Cc: Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Gray, Linda

<gray.linda@epa.gov>; Helm, Arron < Helm.Arron@epa.gov>

Subject: Re: path forward on the EO for restructuring

It would probably be good to give holly sone info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <<u>Showman.John@epa.gov</u>> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

Donna:

Wes

From: Vizian, Donna

Sent: Monday, March 20, 2017 9:39 PM

**To:** Showman, John <<u>Showman.John@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

Subject: Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

From: "Greaves, Holly" <greaves.holly@epa.gov>

**Date:** March 20, 2017 at 9:32:28 PM EDT **To:** "Vizian, Donna" < <u>Vizian.Donna@epa.gov</u>> **Cc:** "Bloom, David" < <u>Bloom.David@epa.gov</u>>

Subject: Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a> wrote:

HI Holly,

I was speaking with David this evening about how do we approach the EOP on restructuring. Would it be OK it I come to your 9:00 with David on Wednesday so we can talk about ideas? thanks To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Hart, Debbi

**Sent:** Thur 3/23/2017 8:56:42 PM **Subject:** FW: OHR Eligibility Lists

OHR RET ELIGIBLE BY DATE-3-23-17.xlsx

FYI—just got this. I think Gary knows!

From: Kuhns, Jason

Sent: Thursday, March 23, 2017 4:53 PM

To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: OHR Eligibility Lists

Here is the list for OHR. I just added a couple columns to the provided sheet.

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency

Office of Human Resources

202-564-3236

kuhns.jason@epa.gov

From: Parker, Gary

**Sent:** Thursday, March 23, 2017 3:18 PM **To:** Kuhns, Jason < <u>Kuhns.Jason@epa.gov</u>>

Subject: FW: OHR Eligibility Lists

Jason,

Do you know the VERA/VSIP eligibility requirements report?	s, in order to run the newly	requested

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Burbach, Joseph

**Sent:** Thursday, March 23, 2017 3:13 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Cc: Gray, Linda <gray.linda@epa.gov>
Subject: FW: OHR Eligibility Lists

Debbie/Gary

I was advised that PPTD (Jason) put the attached OHR retirement eligibility spreadsheets together (or provided the data sets).

We are looking to put a profile together that would expand the attached to reflect VERA and VSIP eligibility within OHR. I have seen a couple of different versions at the EPA office level and for SESers, one that reflects simply the current VERA and VSIP eligibility status and the other that reflects date of VERA eligibility (more comprehensive).

Can you rerun or add this information to the attached to provide an expanded profile to address potential VERA and VSIP.

**Thanks** 

#### Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

From: Brown, Wendy

**Sent:** Wednesday, March 15, 2017 3:57 PM **To:** Burbach, Joseph <a href="mailto:burbach.joseph@epa.gov">burbach.joseph@epa.gov</a>>

Subject: OHR Eligibility Lists

Joe,

Sorry for the delay. I hope this is what you needed. I didn't get a chance to break down some of the data.

- •□□□□□□□ By the end of FY18- 8 employees who will be eligible to retire

I did not get a chance to review the spreadsheet by division but a glance, PPTD could potentially lose 10-15 employees by the end of FY18.

By the way, I have created a Senior Advisor Folder- G:\HR\HR- ADMIN\SENIOR ADVISOR FOLDER

Anything I create for you will be housed there.

Let me know if you have any questions.

WB

Wendy C. Brown

Special Assistant to the Immediate Office

Office of Human Resources

U.S. Environmental Protection Agency

WJC North-5340-L

202-564-0909 office

202-809-6385 mobile

Brown.Wendy@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 5/2/2017 2:56:15 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]

**Subject**: RE: Questions from the Regions on V-V

#### Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, May 02, 2017 10:54 AM
To: Hunt, Loretta < Hunt. Loretta@epa.gov>

**Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: RE: Questions from the Regions on V-V

Hi Loretta.

The submission will be consolidated by us (OARM) and shared with the acting AAs/RAs. We will look for themes we can use agency-wide. That is not to say that office specific approaches can't happen. I am OK with unlocking the chart.

PS – I will be looking for OHR help in reviewing what is sent in.

From: Hunt, Loretta

Sent: Tuesday, May 02, 2017 10:42 AM
To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Parker, Gary <<u>parker.gary@epa.gov</u>>; Kuhns, Jason <<u>Kuhns.Jason@epa.gov</u>>

Subject: Questions from the Regions on V-V

Importance: High

#### Donna,

I spoke with Andrea Westenberger this morning because the regions had a couple of questions:

- 1. For the V-V themes due at the end of this week, who in senior management will be reviewing and making decisions on the submissions? The regions want to understand the process.
- 2. Regions would like to unlock the chart to allow for more specificity. For example, if the region wants to target one sub-office but not another. Right now they can't get down to the division/branch level. I don't have a problem with this but wanted your permission before I instruct WPB to take action.

# Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 4/6/2017 3:04:33 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Re: Summary of today's meeting

Don't know. I think people were looking for more in depth information. I think the how to avoid a rift was good. The 5-7 days to approve our VERA/VSIP packages. And, the discussion about transparency in the communication strategy to the workforce.

Sent from my iPhone

```
> On Apr 6, 2017, at 10:59 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:
> Yes- will do. Any idea why it was so short?
> ----Original Message----
> From: Gray, Linda
> Sent: Thursday, April 06, 2017 10:55 AM
> To: Hart, Debbi <Hart.Debbi@epa.gov>
> Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
> Subject: Summary of today's meeting
> Good morning Debbi,
> Can you provide a brief summary of today's OPM meeting for our OHR meeting with Donna on Tuesday?
> Sent from my iPhone
```

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 5/2/2017 11:33:14 AM

To: Lemley, Lauren [Lemley.Lauren@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

Subject: RE: OHR Information re: Workforce Reshaping

Lauren,

I updated the chart below.

#### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Lemley, Lauren

Sent: Monday, May 01, 2017 4:11 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

I created the chart below based on my notes from the meeting last week showing possible positions for VERA/VSIP. Can you take a look at the chart and make any edits and fill in any gaps with the necessary information. If you could get this back to me by tomorrow, that would be great. Thanks!

Series Grade # Outcome

# Ex. 5 - Deliberative Process

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Lemley, Lauren [Lemley.Lauren@epa.gov]

**Sent**: 5/1/2017 8:11:28 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

I created the chart below based on my notes from the meeting last week showing possible positions for VERA/VSIP. Can you take a look at the chart and make any edits and fill in any gaps with the necessary information. If you could get this back to me by tomorrow, that would be great. Thanks!

Ex. 5 - Deliberative Process

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
Cc: Burbach, Joseph[burbach.joseph@epa.gov]

From: Gray, Linda

**Sent:** Mon 5/1/2017 11:42:53 AM

Subject: FW: List of IT Functional Areas for Analysis

Wes,

Here are the series I am planning to send to Lynnann for VERA/VSIP:

303 – General clerk

326 – Office automation

343 – Management & Program Analyst (at the GS-14/GS-15 level)

Non-supervisory 15's.

I looked at our 2210's and we only have 4. OARM may do 2210's as a whole.

Let me know if this captures what was discussed in last week's meeting.

# Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

### (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 12:48 PM **To:** Gray, Linda <gray.linda@epa.gov>

Cc: Lemley, Lauren < Lemley. Lauren@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: RE: List of IT Functional Areas for Analysis

Yes, that's fine.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

**Sent:** Friday, April 28, 2017 11:42 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Lemley, Lauren < Lemley, Lauren@epa.gov >; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>

Subject: RE: List of IT Functional Areas for Analysis

Ok, does Monday or Tuesday work for getting you both of these back?

# Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 11:01 AM **To:** Gray, Linda <a href="mailto:sqray.linda@epa.gov">sqray.linda@epa.gov</a>>

Cc: Lemley, Lauren < Lemley.Lauren@epa.gov>
Subject: RE: List of IT Functional Areas for Analysis

Linda – this is the file where you can include the functions. There is a separate worksheet for the HR, budget and IT. We know that the lists are very broad, and not all names on the list may be doing these functions. We wanted this by COB today, but early next week is fine. If you have a list of the positions you want included in the VERA/VSIP, please send it to Lauren and myself. While we took notes, we can verify against what you provide.

Our goal is to send out the draft of the one page soon, so it can be reviewed by Donna and John, and submitted back to your folks by May 5<sup>th</sup>.

The information on all the OARM positions to be included in the VERA/VSIP may take us some more time to put together, but we'll be working on that as well.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

Sent: Friday, April 28, 2017 10:55 AM

**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>> **Subject:** RE: List of IT Functional Areas for Analysis

Thanks Lynnann. When do we need to get back to you with names beside the actual functions. Do you still need us to send you which positions we want to include in VERA/VSIP or are you good?

# Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 9:47 AM

**To:** Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Carter, Rick <<u>Carter.Rick@epa.gov</u>>; Collins, BJ <<u>Collins.BJ@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>; Helm, Arron <<u>Helm.Arron@epa.gov</u>>; Hitchens, Lynnann

< hitchens.lynnann@epa.gov>; Lynch, Mary-Kay < Lynch.Mary-Kay@epa.gov>; Legare, Pamela

<Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Patrick, Kimberly < Patrick.Kimberly@epa.gov >; Petrole,

Maryann < <a href="Petrole.Maryann@epa.gov">Polk, Denise < <a href="Polk.Denise@epa.gov">Polk, Denise@epa.gov</a>; Scola, Jennifer <a href="Scola.Jennifer@epa.gov">Scola.Jennifer@epa.gov</a>; Scola, Jennifer

Subject: FW: List of IT Functional Areas for Analysis

Jan put together this suggested list of functions with input from the Office IT leads.

These are just examples. They may, or may not apply to your organizations.

#### Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Jablonski, Janice

Sent: Thursday, April 27, 2017 11:03 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov >; Hardy, Michael

< Hardy . Michael @epa.gov >

Subject: List of IT Functional Areas for Analysis

Lynnann/Michael: below is my initial list of functional areas for IT personnel. Please modify as appropriate. This needs to be sent to the Directors as follow-up to yesterday. Thanks.

Hosting

Infrastructure management

Application development and testing

System management/maintenance

System development

System administration

System security admin

Database development

Database admin

Reporting Business process management/analysis Management/oversight IT Project management IT-related contract management (including web services) Web development Web oversight/maintenance Purchasing/acquisition Help desk Jan Jablonski, Director Administrative Operations and Stewardship Division Office of Resources, Operations and Management Office of Administration and Resources Management 3102A Room 3353A WJCN (202) 564-9922 Ex. 6 - Personal Privacy (cell)

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 4/30/2017 8:56:09 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Re: Answers to ARA questions on V-V

Ok. Just waiting for Mike to confirm the PD response before I send this to Donna.

Loretta L. Hunt, Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources (202) 564-6963 hunt.loretta@epa.gov

On Apr 28, 2017, at 1:14 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Looks great Loretta. Copying Wes to keep him in the loop.

Sent from my iPhone

On Apr 27, 2017, at 3:54 PM, Hunt, Loretta < Hunt. Loretta@epa.gov > wrote:

Debbi, if you have time to review. I tried to keep it simple.

---

Donna,

The ARAs and HR Community had some questions about V-V that Debbi and I needed to research. We spoke with Mike Mahoney Thursday about the last two.

Do you want to send this information to program and regional senior management?

1. <!--[if !supportLists]--><!--[endif]-->Question: What format should offices use for the org charts?

**Answer**: PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. <!--[if !supportLists]--><!--[endif]-->Question: Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

**Answer**: No. The program must provide details about the proposed changes to the position in the business case.

3. <!--[if !supportLists]--><!--[endif]-->Question: What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

Answer: A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

#### Example

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/28/2017 12:22:34 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Re: Request to telework-

I see you are out too. So I have to finish some V/V items based on the conversation Loretta and I had yesterday with Mike Mahoney of OPM. This is primarily about the interpretation of "safe" positions and a few other questions that came up with the ARAS. I will copy you on the summary. And I never got to Jan's 360 last night. Oh and I need to set up my outgoing messages! Our flight goes this afternoon so I have time. I will track my hours and keep you posted- probably not more than two but I also teleworked two hours yesterday after the school appt! Thx. D

Sent from my iPhone

> On Apr 28, 2017, at 7:54 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

> Wes - I still need to wrap up a few things from last night. I'd like to request telework for two hours today to finish them. Will call to explain. Thanks. Debbi

> Sent from my iPhone

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 4/4/2017 11:43:37 AM

**To**: Gray, Linda [gray.linda@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: Re: transfer of function

Thanks. This is helpful

On Apr 4, 2017, at 7:37 AM, Gray, Linda <gray.linda@epa.gov> wrote:

Donna,

We coordinated with Loretta and looked at some of the OPM guidance. Here is what was provided:

The answers below assume the simplest of scenarios (e.g., no need for downgrades).

#### **Definitions**

<u>Transfer of function (Scenario 2)</u>: When a function ceases in one competitive area, and moves to one or more other competitive areas that do not perform the function at the time of transfer.

<u>Reassignment (Scenario 1)</u>: A change of an employee, while serving continuously within the same agency, from one position to another without promotion or demotion (including directed reassignment to a different geographic location).

#### **Relocation Costs**

An employee transferring in the interest of the government from one duty station to another for permanent duty (and the new duty station is at least 50 miles distant from the old duty station) is eligible for <u>relocation</u> expenses. Both scenarios would create an obligation for the agency to pay relocation expenses.

#### **RIF Impact**

<u>Directed Reassignment</u>: An employee who is removed by adverse action for declining geographic relocation is potentially eligible for most of the benefits that are available to a displaced employee separated by RIF (e.g., intra- and interagency hiring priority, severance pay, discontinued service retirement, etc.).

<u>Transfer of Function</u>: If the transfer of function results in a surplus of employees in the gaining competitive area, all employees who transfer with the function compete under the RIF regulations on equal terms with other employees in the gaining competitive area for available positions (i.e., to determine who will remain employed and who will be separated because there aren't enough positions available in the gaining competitive area).

If an employee declines a TOF, the losing competitive area must use adverse action procedures to separate the employee. After receiving a separation notice, the employee becomes eligible for most of the benefits available to an employee who receives a notice of RIF separation (e.g., potentially eligible for intra- and interagency hiring priority, severance pay, discontinued service retirement, etc.).

Let me know if additional information is needed.

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: "Vizian, Donna" < Vizian. Donna@epa.gov>

Date: April 3, 2017 at 6:23:04 PM EDT

To: "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley"

<Carpenter.Wesley@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>

Cc: "Showman, John" < Showman.John@epa.gov>

Subject: transfer of function

Hi – I need help in understanding what would happen to the staff in each of these situations where the function is transferred outside the local commuting area (e.g., would the agency pay relocation? Would we implement RIF procedures?):

- 1) <!--[if !supportLists]--><!--[endif]-->|f a function is moved to a location that is currently performing the function (e.g. Contracts are all moved to one location that currently has a contracting office)
- 2) <!--[if !supportLists]--><!--[endif]-->If a function is moved to a location that is currently not performing the function.

I know the answer is often it depends, but it would be helpful to have the answers to the 2 situation above. I have a conversation at 10:30 tomorrow. It would be helpful to have the answers before then. Sorry for the timing.

**Thanks** 

From: Showman, John [Showman.John@epa.gov]

**Sent**: 3/23/2017 6:34:26 PM

To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Carter, Rick

[Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov];

Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnann

[hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: Coogan, Daniel [Coogan.Daniel@epa.gov]

Subject: OARM Retirement VERA VSIP Eligibility

Attachments: OARM Retirement VERA VSIP Eligibility.xlsx

Attached is a detailed listing by OARM Organization of employees and their eligibility for retirement, VERA, and VSIP. This is an OARM all report so this is for your eyes only. The order of information is as follows:

IO; OROM, EAB, ALJ, OA, CINN, OHR, RTP, OAM, OGD

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 5/26/2017 1:47:17 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John

[Showman.John@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Bell, Matthew

[Bell.Matthew@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: RE: Flynn.V.V.2017.rev1.docx

Attachments: Reforming-the-Federal-Government.Flynn\_.4.17.17.pdf

Importance: High

Found it—it was leaked so it came up when I googled... 

Only sent to first assistants.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Vizian, Donna

**Sent:** Friday, May 26, 2017 9:06 AM

**To:** Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov> **Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: Flynn.V.V.2017.rev1.docx

Can you make one change that I think Mike will want.....Refer back to his memo that initially said we are planning. In my Marchxx message to you, I

From: Cooper, Marian

**Sent:** Friday, May 26, 2017 8:29 AM

To: Vizian, Donna <<u>Vizian.Donna@epa.gov</u>>; Showman, John <<u>Showman.John@epa.gov</u>>
Cc: Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Carpenter, Wesley

<Carpenter, Wesley@epa.gov>; Bell, Matthew <Bell, Matthew@epa.gov>; Hunt, Loretta <Hunt, Loretta@epa.gov>

Subject: Flynn.V.V.2017.rev1.docx

Importance: High

This reflects Debbi's edit. Ready to go. Thanks to all!

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 5/31/2017 9:33:38 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov];

Parker, Gary [parker.gary@epa.gov]; Showman, John [Showman.John@epa.gov]

**Subject**: Re: V/V Information

Attachments: DraftSSC Schedule V-V May2017 ver 2.docx

#### Donna,

I met with the SSCs and LERD today and modified the schedule to:

- 1. Change the date for RHROs/PMOs to send selection choices back to the SSCs by 7/31/17 (the chart currently says 7/30 which is a Sunday); and
- 2. Removed the last three rows since we don't want to widely advertise that a few employees may be able to separate later.

From: Vizian, Donna

Sent: Tuesday, May 30, 2017 6:12 PM

To: 2017HQfirstassistants; 2017Regionfirstassistants

Cc: Hunt, Loretta; Hart, Debbi; Carpenter, Wesley; Gray, Linda; Corbett, Krysti; Coomber, Robert; DAA-Career; DRA; ARA

Subject: V/V Information

HI Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

#### Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 5/31/2017 9:00:04 PM

To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Cunningham,

Bisa [cunningham.bisa@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Corbett, Krysti

[Corbett.Krysti@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]

CC: Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov];

Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Notes from today's meeting with SSCs/LERD/DRESD re: V-V

Attachments: VERA- VSIP FAQ's Draft 5-31-17.docx

Importance: High

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

#### Communications

- A general notification from agency senior management is expected to be sent out soon. A more
  detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRESD, if possible.
- OHR has created a V-V intranet site for employees at <a href="https://www.epa.gov/ohr/policy/buyouts/">https://www.epa.gov/ohr/policy/buyouts/</a>. SSCs/DRESD/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

#### LERD

- Hard to predict how negotiations will go with the unions.
- The agency has to provide notice. Unions can demand to bargain or submit proposals within certain timeframes. Based upon some agreements, the agency is late with its notice requirements.
- Targeted positions aren't negotiable. Retirement training and selection criteria are negotiable.
- Bob C. has reached out to former EPA LERD staff to get information on previous V-V negotiations.

#### SSCs/DRESD

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.
- Liz forwarded notification templates from previous V-V.

- Latest OPM benefits notice on V-V retirement processing can be found at <a href="https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf">https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf</a>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.

From: Burbach, Joseph [burbach.joseph@epa.gov]

**Sent**: 4/3/2017 11:39:43 AM

**To**: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Parker, Gary [parker.gary@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]

Subject: RE: OHR Eligibility Lists

#### Thanks!

#### Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Hart, Debbi

Sent: Friday, March 31, 2017 10:32 AM

To: Burbach, Joseph <br/> <br/> burbach.joseph@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda

<gray.linda@epa.gov>

Subject: FW: OHR Eligibility Lists

Joe-

Here you go! Jason added a couple of columns to the provided sheet. Sorry for the delay—Jason turned it around quick but I neglected to forward it thinking you were copied! Please let us know if there are questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Parker, Gary

**Sent:** Thursday, March 23, 2017 3:18 PM **To:** Kuhns, Jason < <a href="mailto:Kuhns.Jason@epa.gov">Kuhns.Jason@epa.gov</a>>

Subject: FW: OHR Eligibility Lists

Jason,

Do you know the VERA/VSIP eligibility requirements, in order to run the newly requested report?

Mr. Gary Parker Branch Chief, Workforce Planning USEPA/OARM/OHR (O) 202-564-7421 (M) Ex. 6 - Personal Privacy

From: Burbach, Joseph

Sent: Thursday, March 23, 2017 3:13 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>
Subject: FW: OHR Eligibility Lists

Debbie/Gary

I was advised that PPTD (Jason) put the attached OHR retirement eligibility spreadsheets together (or provided the data sets).

We are looking to put a profile together that would expand the attached to reflect VERA and VSIP eligibility within OHR. I have seen a couple of different versions at the EPA office level and for SESers, one that reflects simply the current VERA and VSIP eligibility status and the other that reflects date of VERA eligibility (more comprehensive).

Can you rerun or add this information to the attached to provide an expanded profile to address potential VERA and VSIP.

#### **Thanks**

#### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783

From: Brown, Wendy

Sent: Wednesday, March 15, 2017 3:57 PM
To: Burbach, Joseph <a href="mailto:burbach.joseph@epa.gov">burbach.joseph@epa.gov</a>

Subject: OHR Eligibility Lists

Joe,

Sorry for the delay. I hope this is what you needed. I didn't get a chance to break down some of the data.

- By the end of FY17- employee will be or are eligible to retire
- By the end of FY18 employees who will be eligible to retire

I did not get a chance to review the spreadsheet by division but a glance, PPTD could potentially lose 10-15 employees by the end of FY18.

By the way, I have created a Senior Advisor Folder- G:\HR\HR- ADMIN\SENIOR ADVISOR FOLDER

Anything I create for you will be housed there.

Let me know if you have any questions.

**WB** 



To: Burbach, Joseph[burbach.joseph@epa.gov]

Cc: Parker, Gary[parker.gary@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray,

Linda[gray.linda@epa.gov]
From: Hart, Debbi

**Sent:** Fri 3/31/2017 2:31:44 PM **Subject:** FW: OHR Eligibility Lists

OHR RET ELIGIBLE BY DATE-3-23-17.xlsx

Joe-

Here you go! Jason added a couple of columns to the provided sheet. Sorry for the delay—Jason turned it around quick but I neglected to forward it thinking you were copied! Please let us know if there are questions. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*

From: Parker, Gary

**Sent:** Thursday, March 23, 2017 3:18 PM **To:** Kuhns, Jason < <u>Kuhns.Jason@epa.gov</u>>

Subject: FW: OHR Eligibility Lists

Jason,

Do you know the VERA/VSIP eligibility requirements, in order to run the newly requested report?

Mr. Gary Parker

Branch Chief, Workforce Planning

#### USEPA/OARM/OHR

(O) 202-564-7421

(M)	Ex. 6 - Personal Privacy
(,	! , ;

From: Burbach, Joseph

**Sent:** Thursday, March 23, 2017 3:13 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Cc: Gray, Linda <gray.linda@epa.gov>
Subject: FW: OHR Eligibility Lists

Debbie/Gary

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**Thanks** 

#### Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

From: Brown, Wendy

**Sent:** Wednesday, March 15, 2017 3:57 PM **To:** Burbach, Joseph <a href="mailto:burbach.joseph@epa.gov">burbach.joseph@epa.gov</a>>

Subject: OHR Eligibility Lists

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• By the end of FY17- employee will be or are eligible to retire

• By the end of FY18- employees who will be eligible to retire

I did not get a chance to review the spreadsheet by division but a glance, PPTD could potentially lose 10-15 employees by the end of FY18.

By the way, I have created a Senior Advisor Folder- G:\HR\HR- ADMIN\SENIOR ADVISOR FOLDER

Anything I create for you will be housed there.

Let me know if you have any questions.

WB

Wendy C. Brown

Special Assistant to the Immediate Office

Office of Human Resources

U.S. Environmental Protection Agency

WJC North-5340-L

202-564-0909 office

Ex. 6 - Personal Privacy mobile

Brown.Wendy@epa.gov

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]

From: Schreefer, Kenneth Sent: Tue 4/11/2017 6:22:01 PM

Subject: RE: HR Community Call - Thursday, April 13, 2017

Okay, will do.

## Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Carpenter, Wesley

**Sent:** Tuesday, April 11, 2017 2:21 PM

**To:** Schreefer, Kenneth < Schreefer. Kenneth@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: HR Community Call - Thursday, April 13, 2017

Ken:

We can put these items on the agenda; however, there is nothing substantive to communicate to the HROs and PMOs.

Wes

From: Schreefer, Kenneth

**Sent:** Tuesday, April 11, 2017 2:04 PM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Hart, Debbi < Hart. Debbi @epa.gov >

Subject: FW: HR Community Call - Thursday, April 13, 2017

Wes/Debbi -

See below and these are my thoughts...

We don't know what the budget will end up being.

FTE cuts can't be determined until there is a budget.

Forget monetary awards and QSIs until there is a budget.

VERA/VSIP...we already covered that earlier this morning.

Hiring freeze. Still in place. No end in sight at this time.

Shutdown...totally up to Congress and beyond our control.

Furloughs...can't determine if necessary until there is a budget.

## Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Vaughan, Pat

Sent: Tuesday, April 11, 2017 12:00 PM

To: Schreefer, Kenneth < Schreefer. Kenneth @epa.gov >

Subject: RE: HR Community Call - Thursday, April 13, 2017

It would be nice to just have a general update on a variety of topics on all of our minds. The budget; FTE cuts; monetary award allocations; QSIs; potential for VERA/VSIPs; hiring freeze; shutdown; furloughs; etc. I would hate to see another one cancelled when we are dealing with so many stresses right now and many different rumors.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

**OARS** Website

From: Schreefer, Kenneth

**Sent:** Tuesday, April 11, 2017 9:41 AM

To: Acquisti, Heidi <a href="Acquisti.Heidi@epa.gov">Acquisti.Heidi@epa.gov">Alapati, Joan <a href="Alapati.Joan@epa.gov">Allen, Reginald <a href="Allen.Reginald@epa.gov">Allen, Tania <a href="Allen.Tania@epa.gov">Anthony, Sherri</a>
<a href="Anthony.Sherri@epa.gov">Anthony, Sherri@epa.gov</a>
<a href="Anthony.Sherri@epa.gov">Atkinson, Ryan <a href="Atkinson.Ryan@epa.gov">Atkinson.Ryan@epa.gov</a>
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<a href="Bailey.Rhonda@epa.gov">Bailey, Rhonda</a>
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<Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Thomas, Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Wright, John <wright.john@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>

Subject: HR Community Call - Thursday, April 13, 2017

There is an HR Community Call scheduled for this Thursday, April 13, 2017. At the moment, there are no topics on the agenda. If you have something that you would like to discuss or a topic that you would like OHR to address, please let me know by noon tomorrow, Wednesday, April 12, 2017. Thank you.

### Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

Milliana I Olintan Dullalia

William J. Clinton Building East

Room 1116 C

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/11/2017 4:46:26 PM

To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: Bell, Matthew [Bell.Matthew@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: V/V windows

#### John and Donna-

According to Loretta, statute/regs do not specify a min or max for V/V window for accepting applications and removing folks from the rolls (see below). I found the timetables we used for Round 1 and 2 and pasted them in below too. It looks like we provided a one month window for Round 1 (we were really pressed) and about seven weeks for Round 2. Let me know if questions. Thanks. Debbi

#### VSIP Window

The agency has the right to establish 'windows;' that is, the time period(s) during which it will accept applications for VSIP and to set the time period(s) for employees to retire or resign for VSIP. The agency may open such windows at any time during which it has VSIP authority, provided that the agency includes the information in its VSIP plan to OPM, and OPM subsequently approves the plan after consultation with OMB.

Neither the controlling statute nor OPM's implementing regulations defines a maximum or minimum time period for a VSIP window. The only restriction is that an employee may not separate for a VSIP past the ending date of the OPM-approved VSIP plan.

#### **VERA Window**

Agency establishes window period. Guide addresses changes to window periods (including notification of employees).

## Round 1 FY 14 VERA/VSIP Milestones (As of January 28, 2014)

Action	<b>Estimated Completion Date</b>
Tiger Team* to Meet with Program/Regional Leads	Ongoing
Dissemination of Lead Region Packages	November 19
Administrator/DA Meet with OPM/OMB	December 6
AA/RA Status Check-in Meeting	December 3
Brief Unions	December 10
AA/RA Submission of Data/Write-ups	Noon, December 10
Mass Mailer to Employees	December12
Agency Formal Submission to OPM/OMB	By December 20
OPM /OMB Approval	By January 24 (15 submittals pending)
Region/Program Communications to Employees Following	
Union Agreement & Approval Receipt	TBD
Prepare and Issue Employee Notices	By February 4
Applications Due	By March 6
AA/RA Applies Selection Criteria	By March 11
AA/RA Notifies Applicants of Acceptance	By March 14

Last Effective Date for Employee Separations	April 4
Next Opportunity to Submit Draft V/V request to OHR	May 16

<sup>\*</sup>OARM and OCFO team of experts assigned to work directly with program and regional offices to develop VERA/VISP packages.

# Round 2 VERA/VSIP Schedule for SSC Actions (Pending final agreement with the unions and OPM/OMB approval of requests) Updated 12/1/14

Action	Estimated Completion Date
Official Notice sent to Unions	August 5, 2014
Agreement reached with all unions with the exception of AFGE	
	September 19, 2014
Provide tentative, office-specific VERA/VSIP information to	
employees (template communication)	September 19-22, 2014
AAs/RAs send VERA/VSIP letters to employees	October 28
VERA/VSIP Application Window Open	October 28 – November 18
Optional AA/RA-level Meetings with employees	Agreement with unions – October 27
Deadline for employee VERA/VSIP applications	November 18
SSCs send eligibility lists to RHRO/PMOs	Estimated NLT December 1
Responses due back to SSC from RHRO/PMOs	December 4
Employee Selected/Non-selected Letters Sent	No later than December 8
HR SSCs evaluate the wait list and send new offers for the number	
of slots that were declined by other employees	
	January 7/8
Last date for employees who applied for and were selected to be	
offered a VERA/VSIP, to decline their VERA/VSIP	
	January 8
Last Effective Date for Employee Separations	January 9

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 5/23/2017 8:45:22 PM

**To**: OHR PMOs [OHR PMOs@epa.gov]; RHRO [RHRO@epa.gov]

CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Showman, John

[Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

**Subject**: FW: EPA Workforce Reshaping Information

Attachments: Targeted Positions Template .xlsx; V-V Business Case Checklist April2017final.docx; VERA- VSIP FAQ's Managers .pdf

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

- 1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
- 2. Completed Targeted Positions Template for your office (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
- 3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

#### List of Attachments

- 1. V-V Business Case Checklist Follow checklist to complete your two-page business case.
- 2. Targeted Positions Template Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
- 3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

#### HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

- 1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
- 2. Completed Targeted Positions Template for your office (Excel file attached)
- 3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

#### **List of Attachments**

- 1. V-V Business Case Checklist Follow checklist to complete your two-page business case.
- 2. Targeted Positions Template Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
- 3. VERA/VSIP Overview PowerPoint review for a quick refresh on V/V authorities and a description of this year's submittal process.
- 4. Guiding Questions suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
- 5. Example Theme and Justifications an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
- 6. VERA and VSIP Guides from OPM provide additional details on the two authorities.

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Parker, Gary

Sent: Tue 4/25/2017 3:11:45 PM Subject: OARM and OHR info OARM.OHR Eligibility 4.25.17.xlsx

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

To: Gray, Linda[gray.linda@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]

Cc: Showman, John[Showman.John@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov];

Coomber, Robert[coomber.robert@epa.gov]

From: Corbett, Krysti

**Sent:** Tue 4/11/2017 1:26:08 PM

Subject: RE: Potential June NPC E-Board Meeting

Good Morning –

A couple of points we'd like to address w/ Donna prior to meeting with Mark. Also – Donna, if it's acceptable to you, Bob and I can sit in with your Friday meeting with Mark to go over possible NPC agenda topics and time frames.

- 1. Does management support moving forward with an NPC eboard meeting?
- 2. Is the Administrator interested in participating?
- 3. Will we be prepared to have a budget discussion with the unions in June/July?

#### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: (202) 579-1681

corbett.krysti@epa.gov

From: Gray, Linda

**Sent:** Tuesday, April 11, 2017 9:15 AM

To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: FW: Potential June NPC E-Board Meeting		
Donna,		
Per our discussion, here are the proposed agenda items for the NPC e-board meeting, not likely to happen until June. Please discuss with Mark Coryell in your Friday meeting.		
This is the rough sketch agenda:		
Meeting w/ Administrator		
2. Budget – plans for reduction in the workforce?		
a. RIF process –		
b. Unions have to be able to report back to their management		
3. OEI Feedback		
4. Create agenda for full-board NPC		
5. Timeframes - June/July?		
Krysti and Bob are available to discuss any of the items before meeting with Mark on Friday.		
Linda R. Gray		
Director, Office of Human Resources		

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

To: Hart, Debbi[Hart.Debbi@epa.gov]

Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Hunt,

Loretta[Hunt.Loretta@epa.gov] From: Cunningham, Bisa

**Sent:** Mon 4/24/2017 6:01:45 PM

Subject: RE: VERA/VSIP

Got it. Thanks!

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Hart, Debbi

Sent: Monday, April 24, 2017 1:48 PM

**To:** Cunningham, Bisa < cunningham.bisa@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>;

Hunt, Loretta < Hunt. Loretta @epa.gov>

Subject: RE: VERA/VSIP

Hey Bisa-

Thanks for your message. We circled in with J/D to get their take on what can be discussed at this point. In general, their take was that it's a little premature to take some of the actions described below. However, it's probably not a bad idea for the SSCs to go through a process similar to that undertaken by OHR a few weeks ago (i.e., dust off your V/V materials, update

them, refresh on best practices). Once we see what May 5 proposals hold we will know more. So we'd like to hold off sharing much more than that until after May 5. Let me know if you have questions. Thanks! Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Cunningham, Bisa

Sent: Monday, April 24, 2017 8:52 AM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >

Cc: Cunningham, Bisa < cunningham.bisa@epa.gov>; Carpenter, Wesley < Carpenter.Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>

Subject: VERA/VSIP

Good morning Debbi and Loretta:

I am not sure if you were aware, but my office holds a bi-weekly meeting with the Benefits Specialists at the SSCs and ERD to discuss benefits-related matters. My next bi-weekly call with them is tomorrow and one of the Branch Chiefs, Sue Mairose, has submitted the following for discussion. Is there anything I can communicate to the group or perhaps you or Loretta want to participate in the call and share any information you might have?

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r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Showman, John [Showman.John@epa.gov]

**Sent**: 5/23/2017 6:29:23 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: FW: Question about internal merit promotion and safe positions

Attachments: VSIP request template FINAL.pdf

From: Showman, John

Sent: Thursday, May 11, 2017 5:25 PM

To: ARA <ARA@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated "safe positions" could be competed.

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator Office of Administration and Resources Management US Environmental Protection Agency 202-564-5341

From: Sanders, Amy

**Sent:** Tuesday, May 09, 2017 1:30 PM **To:** Hunt, Loretta < <u>Hunt, Loretta@epa.gov</u>>

Cc: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Showman, John

<<u>Showman.John@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Breneman, Sara <<u>breneman.sara@epa.gov</u>> **Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

R5

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604

Email: <u>sanders.amy@epa.gov</u>
Office: (312) 353-9196
Office Fax: (312) 353-1517

To: Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Hunt,

Loretta[Hunt.Loretta@epa.gov]

From: Hart, Debbi

**Sent:** Mon 4/24/2017 5:41:45 PM

Subject: RE: VERA/VSIP

OK- thanks. We are intrigued by #3 too (so we will do a little research) and agree that a lot of this may be premature. Loretta and I discussed briefly and think it would be best if SSCs go through similar process as OHR (dust off your V/V materials, update them, refresh on best practices). Once we see what May 5 proposals hold we will know more.

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Showman, John

Sent: Monday, April 24, 2017 12:53 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Gray, Linda < gray.linda@epa.gov >

Subject: RE: VERA/VSIP

That was my thinking also --- I think #1 is fine for the SSCs and OHR to talk about strategy, etc. --- #2 is probably premature at this point.

From: Vizian, Donna

Sent: Monday, April 24, 2017 12:42 PM

**To:** Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov">Hart, Debbi@epa.gov</a>>; Showman, John <a href="mailto:Showman.John@epa.gov">Showman.John@epa.gov</a>>> Cc: Carpenter, Wesley <a href="mailto:Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>>; Gray, Linda <a href="mailto:Linda@epa.gov">Gray, Linda@epa.gov</a>>>

Subject: RE: VERA/VSIP

I am OK with the SSCs talking and developing a game plan so that we are ready to go if we proceed with a V/V. Need to understand more about issue 3.

From: Hart, Debbi

Sent: Monday, April 24, 2017 12:19 PM

To: Vizian, Donna < <u>Vizian.Donna@epa.gov</u>>; Showman, John < <u>Showman.John@epa.gov</u>> Cc: Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda < <u>gray.linda@epa.gov</u>>

Subject: FW: VERA/VSIP

Please see below. Are we free to discuss at this point?

From: Cunningham, Bisa

Sent: Monday, April 24, 2017 8:52 AM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >

**Cc:** Cunningham, Bisa <<u>cunningham.bisa@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>

**Subject:** VERA/VSIP

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r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov



To: Vizian, Donna[Vizian.Donna@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]

**Cc:** Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Showman, John

**Sent:** Mon 4/24/2017 4:53:20 PM

Subject: RE: VERA/VSIP

That was my thinking also --- I think #1 is fine for the SSCs and OHR to talk about strategy, etc. --- #2 is probably premature at this point.

From: Vizian, Donna

Sent: Monday, April 24, 2017 12:42 PM

**To:** Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov</a>>; Showman, John <a href="mailto:Showman.John@epa.gov">Showman.John@epa.gov</a>>> <a href="mailto:Cc: Carpenter">Cc: Carpenter</a>, Wesley <a href="mailto:Carpenter">Carpenter</a>. Wesley @epa.gov</a>>; Gray, Linda <a href="mailto:Gray-linda@epa.gov">Gray, Linda</a> <a href="mailto:Gray-linda@epa.gov">Gray</a> <a href="mailto:Gray-linda@epa.gov">

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From: Cunningham, Bisa

Sent: Monday, April 24, 2017 8:52 AM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >

Cc: Cunningham, Bisa < cunningham.bisa@epa.gov >; Carpenter, Wesley

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### Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

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Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]; Showman, John[Showman.John@epa.gov]
Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Vizian, Donna

**Sent:** Mon 4/24/2017 4:41:54 PM

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**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

To: Wheeler, Kimberly[Wheeler.Kimberly@epa.gov]; Gantt, Melissa[Gantt.Melissa@epa.gov]
Cc: Gray, Linda[gray.linda@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]; Coomber,

Robert[coomber.robert@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Corbett, Krysti

**Sent:** Fri 4/21/2017 4:50:32 PM

Subject: Meeting w/ National Unions to Discuss EPA Workforce Restructuring

Good Afternoon, Kim and Melissa!

I understand that Linda and Donna discussed Donna's potential participation in a meeting with the national unions to discuss the current workforce restructuring and VERA/VSIP plans.

I am looking for a meeting date/time that works for Donna's schedule:

Potential Dates: May 15, 16 or 17

Duration: 30 minutes

Time: Any time after 11am (to account for west coast employees)

Subject: National Union Informal Discussion on Workforce Restructuring

Attendees (Mandatory): Donna, Krysti Corbett, Bob Coomber (anyone else that Donna feels vital to the briefing)

Others on Invitation: Linda Gray, Wesley Carpenter

Union Attendees: Once the meeting is established, I'll forward the invitation to all of the applicable union representatives

Location: We'll need a call-in number for the meeting; Bob and I can attend with Donna in person.

We (Bob and I) would also need about 30 minutes at any point before the union briefing to premeet with Donna.

Thank you, ladies, for all you do!

## Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: (202) 579-1681

corbett.krysti@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 7/18/2017 11:28:40 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Parker, Gary [parker.gary@epa.gov]

**Subject**: RE: V/V - request from the COS

#### Comparison of 2014 V/V to 2015 V/V (Phases I and II)

Generally, the areas of focus for both periods overlap. Specifically, the agency sought to reduce surplus or obsolete positions and, when necessary, planned to recruit for positions with up-to-date scientific and technical skills to address the previous administration's mission and environmental goals. In 2014, 19 program offices and regions participated in V/V. In 2015, only 10 program offices and regions participated.

#### Themes for 2014

- Reduce and restructure non-supervisory GS-13, GS-14, and GS-15 positions (if rehires, generally at lower grades and full performance levels)
- Reduce the number of supervisory positions
- Reduce and restructure administrative support
- Reduce the current number of employees trained and working in traditional core research occupations
  including the biological and health sciences, chemistry, ecology, engineering, earth sciences, physical
  sciences, and toxicology.
- Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences through the hiring of post-doctoral candidates.
- Obtain new skills in essential programmatic functions required for meeting agency strategic goals
- Reshape the grants management workforce

#### Themes for 2015

- Reduce and reshape environmental and programmatic support positions
- Reduce and restructure administrative support
- Reduce and restructure non-supervisory GS-13, GS-14, and GS-15 positions (if rehires, generally at lower grades and full performance levels)
- Establish/recruit for positions in technical/scientific series
- Reshape the grants management workforce

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 7/18/2017 10:14:23 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]

Subject: Draft V/V Reminder Mass Mailer for Mike Flynn

Importance: High

Draft language below.

\_\_\_\_

#### Dear Colleagues,

On July 10, 2017, the U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved the agency's request to offer Voluntary Early Retirement Authority (early-out) and Voluntary Separation Incentive Payment (buy-out) opportunities to a limited number of employees.

On July 13, 2017, employees in targeted positions received a notification from their program or regional senior manager that provided instructions on how to apply for VERA/VSIP and how to contact their servicing Human Resources Shared Service Center (or the Executive Resources Division for non-General Schedule employees) for assistance regarding the VERA/VSIP application, benefits and/or retirement.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. If you decide to apply, the application window opened July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications will only be accepted during this period. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

If you have general questions about VERA and/or VSIP, please contact your <u>Program Management Officer</u> or <u>Regional Human Resources Officer</u>. You may also want to check out EPA's <u>VERA/VSIP intranet</u> page for general information on the authorities or to read the agency's business case that was approved by OPM and OMB.

Thank you again for your support.

Mike Flynn Acting Deputy Administrator

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov



From: Corbett, Krysti [Corbett.Krysti@epa.gov]

**Sent**: 5/23/2017 3:47:01 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: FW: CMS Correspondence

Attachments: 5-16-2017 - Diane Lynne - VERA-VSIP.DOCX; AX-17-000-8033 \_correspondence report.pdf; AX-17-000-8033.pdf

Hey Wes,

Just checking in on this – if we are going to get it out by Friday, I'd like to put the package together today for routing.

THANKS!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295 Mobile: (202) 579-1681 corbett.krysti@epa.gov

From: Corbett, Krysti

Sent: Wednesday, May 17, 2017 8:58 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: CMS Correspondence

Good Morning -

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3<sup>rd</sup> floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division Office of Human Resources U.S. Environmental Protection Agency 1200 Pennsylvania Avenue, N.W. WJC North 6317A

WJC North 631/A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295 Mobile: (202) 579-1681 corbett.krysti@epa.gov

Thu Apr 27 14:16:45 EDT 2017 Hope.Brian@epamail.epa.gov FW: Please Direct Management to Implement VERA/VSIPs Broadly To: CMS.OEX@epamail.epa.gov DRF From: Lynne, Diane Sent: Thursday, April 27, 2017 2:13 PM To: Pruitt, Scott < Pruitt. Scott@epa.gov> Cc: Jackson, Ryan <jackson.ryan@epa.gov> Subject: Please Direct Management to Implement VERA/VSIPs Broadly Importance: High Dear Administrator Pruitt, NTEU learned that some offices within the agency are planning to narrowly implement the VERAs and VSIPs currently being discussed. We think this is a mistake and respectfully request that you direct them to implement the VERAs and VSIPs in the broadest way legally allowed. Broad implementation is necessary to carry out the President's directive to reduce EPA's budget and is also consistent with the President's January 23 commitment to "reduce the size of the Federal Government's workforce through attrition." See Presidential Memorandum Regarding the Hiring Freeze, January 23, 2017. If all EPA employees are not allowed the option of voluntary outs, it is more likely that RIFs will be necessary, something NTEU strongly opposes. While NTEU is not necessarily in favor of staff reductions, if reductions are necessary in your view, it's essential that they come voluntarily. Unfortunately many EPA managers believe that budgetary and/or workforce reductions are insufficient justification to allow VERAs and VSIPs. We respectfully disagree. The only way their minds are going to be changed, however, is if you to direct them to offer VERAs and VSIPs to all employees assigned to headquarters and prohibit them from excluding certain employees from accessing VERAs and VSIPs. We are happy to meet with you, your Chief of Staff, or others to discuss this. Best regards,

202 566 2786

Diane Lynne

President, NTEU Chapter 280

**Cc:** Kuhns, Jason[Kuhns.Jason@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray,

Linda[gray.linda@epa.gov] **From:** Hart, Debbi

**Sent:** Tue 5/23/2017 3:33:19 PM

Subject: RE: Workforce Reshaping follow up

Just another reminder that this chart and related information is CLOSE HOLD. Please do not share. Thanks. Debbi

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 10:28 AM To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Kuhns, Jason <a href="mailto:skuhns.jason@epa.gov">kuhns.jason@epa.gov</a>; Parker, Gary <parker.gary@epa.gov</p>; Loretta Hunt <a href="mailto:showman.john@epa.gov">hunt.Loretta@epa.gov</a>; Showman, John <a href="mailto:showman.john@epa.gov">showman.john@epa.gov</a>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: Workforce Reshaping follow up

Importance: High

Donna-

As promised. Jason provided Print instructions below and added a tab named "By Office" with the list of the percentages of the workforce by office. Workforce totals are up to date numbers as of yesterday. Let us know if questions. Thanks!

To print on one page:

On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA

\*

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta

< Hunt. Loretta@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>;

ARA <<u>ARA@epa.gov</u>>

Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):
The agency's targeted population chart, " may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)
The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.
The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.
Enjoy the weekend.
Donna



To: Hart, Debbi[Hart.Debbi@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Cunningham,

Bisa[cunningham.bisa@epa.gov]; Hembrey, Cheri[Hembrey.Cheri@epa.gov]; Moore, Bobby[Moore.Bobby@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]; Corbett,

Krysti[Corbett.Krysti@epa.gov]

**Cc:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Dean,

StevenB[Dean.StevenB@epa.gov]; Brown, Rohn[brown.rohn@epa.gov]; Terrell, Piyachat[Terrell.Piyachat@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Burbach, Joseph
Sent: Fri 6/9/2017 2:22:03 PM
Subject: RE: Executive Memo

m-17-22.pdf Appendix 8.pdf

For reference/background, please find attached the OMB memo that discusses agency responsibilities and deliverables that include developing an agency reform plan. Page 6 begins information concerning components for the reform plan and includes a table of factors and options for agencies to consider (these reference efforts to restructure, merge and eliminate, etc).

Also attached is Appendix 8 to the memo that provides some examples of agency workforce restructuring/reshaping efforts.

## Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

From: Hart, Debbi

**Sent:** Friday, June 09, 2017 9:58 AM

**To:** Burbach, Joseph <a href="mailto:subach.joseph@epa.gov">subach, Joseph <a href="mailto:subach.joseph@epa.gov">subach, Joseph <a href="mailto:subach.joseph@epa.gov">subach, Linda <a href="mailto:subach.joseph@epa.gov">subach.joseph@epa.gov</a>); Peabody, Hitch <a href="mai

Krysti < Corbett. Krysti@epa.gov>

**Cc:** Hunt, Loretta <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>; Parker, Gary <parker.gary@epa.gov</p>; Dean, StevenB <a href="mailto:Dean.StevenB@epa.gov">Honn, Rohn <a href="mailto:Honor.Hunt.Honor.Hun

Subject: RE: Executive Memo

Hey Joe-
Any chance you could resend the memo? Thanks in advance. Debbi
Debbi Hart Director
Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov
***************************************
From: Burbach, Joseph Sent: Friday, June 09, 2017 9:52 AM To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <hart.debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hembrey, Cheri <hembrey.cheri@epa.gov>; Moore, Bobby <math rowspan="2">Moore.Bobby@epa.gov&gt;; Peabody, Hitch <peabody.hitch@epa.gov>; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Dean, StevenB <peabody.hitch@epa.gov>; Brown, Rohn <pre><math rowspan="2">StevenB@epa.gov&gt;; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Dean, StevenB@epa.gov&gt;; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Dean, StevenB@epa.gov&gt;; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Dean, StevenB@epa.gov&gt;; Corbett, Krysti <math rowspan="2">Corbett.Krysti@epa.gov&gt;; Corbett, Krysti <math rowspan="2">C</math></math></math></math></math></math></math></math></math></math></math></math></pre></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></peabody.hitch@epa.gov></math></hembrey.cheri@epa.gov></cunningham.bisa@epa.gov></hart.debbi@epa.gov></gray.linda@epa.gov>
Please include a few thoughts as to what issues would be addressed and/or what would be gained from the proposed restructuring. We should provide an appropriate basis for the change.
Thanks

Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

From: Gray, Linda

Sent: Thursday, June 08, 2017 6:46 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Cunningham, Bisa < cunningham.bisa@epa.gov >; Hembrey, Cheri < Hembrey. Cheri@epa.gov >; Moore, Bobby < Moore. Bobby@epa.gov >; Peabody, Hitch < Peabody. Hitch@epa.gov >; Corbett, Krysti < Corbett. Krysti@epa.gov >; Corbett, Krysti@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Dean, StevenB < Dean. StevenB@epa.gov >; Brown, Rohn < brown.rohn@epa.gov >; Terrell, Piyachat < Terrell. Piyachat@epa.gov >; Burbach, Joseph < burbach.joseph@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Subject: Executive Memo

Good evening,

A couple of weeks ago I asked you to take a look at the executive memo from the President and identify areas where we can recommend restructuring for the EPA. Please provide any feedback to Joe by COB Monday, June 12<sup>th</sup>.

## Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax



To: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Gray,

Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

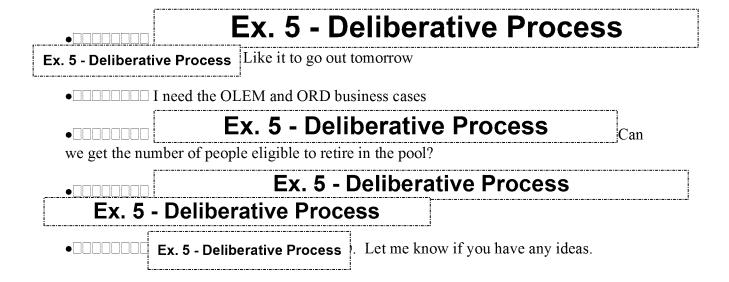
Cc: Flynn, Mike[Flynn.Mike@epa.gov]

From: Vizian, Donna

Sent: Tue 7/18/2017 8:00:47 PM Subject: Re: V/V - request from the COS

On Jul 18, 2017, at 3:36 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

Hi I just came from Ryan's office. Here is what he is seeking:



Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

<VERA VSIP edit COS July2017docx (002).docx>

To: OHR PMOs[OHR_PMOs@epa.gov]; RHRO[RHRO@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]  Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]  From: Hart, Debbi Sent: Thur 6/8/2017 6:46:00 PM Subject: Status Update: VERA/VSIP
Hello!
FYI Here's a quick update for your information only. <u>PLEASE DO NOT SHARE BROADLY</u>
• □ □ □ □ □ □ □ The V/V team completed its review of the 22 packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
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• • • • • • • • • • • • • • • • • • •
Thanks to all for your support past and as we move forward! Debbi
Debbi Hart Director
Policy, Planning & Training Division

OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Cooper, Marian

**Sent:** Thur 6/8/2017 3:03:00 PM **Subject:** RE: V/V communication

Debbi and I discussed that I would prepare the first drafts of these.

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233

----Original Message-----From: Vizian, Donna

Sent: Thursday, June 08, 2017 7:51 AM

To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>

Subject: V/V communication

GM. We need to put together something to go out that coincides with sending the plan to OPM. also need talking points for managers to use when letting a staff person know they are in the pool.

To: Kuhns, Jason[Kuhns.Jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Parker,

Gary[parker.gary@epa.gov]

Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Hart, Debbi

Sent: Mon 5/22/2017 5:29:22 PM Subject: Reminder about V/V data pull

The V/V data we shared with offices was pulled back in April and we may need to update it to capture changes in the workforce since then. Kate Graf reminded me that they had an MSPB action last time around bc an employee in her office was initially ineligible but due to a change in supervisory status became eligible during the process and was not provided an offer. Let's discuss how we want to address this given a tentative June time frame for package submittal to OPM/OMB. Gary – can you make sure we have a brief meeting to discuss if needed? Thanks! Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
	1654-Printing Services	Ex. 5 - Deliberative Proces		
OARM-Cincinnati	318-Secretary			rativo Process
	343-Management and Program Analysis (Records Management)	Ex. 5 - Delibe	ialive Process	
	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OARM-RTP	201-Human Resources Management	Ex. 5 - Deliberative Process		
OARIVI-RTP	801-General Engineering			rative Process
	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administrative Law Judges	301-Miscellaneous Administration and Program	Ex. 5 - Deliberative Proces		rative Process
Ţ.	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OROM	1001-General Arts and Information	]		
	Total			
OROM/AOSD	301-Miscellaneous Administration and Program	<u>.</u>		
	Total			
OROM/RAPD	301-Miscellaneous Administration and Program			
	Total			
OROM/FACMD	343-Management and Program Analysis	Ex. 5	5 - Delibe	rative Process
OROM/RAPD	343-Management and Program Analysis			
OROM/AOSD	343-Management and Program Analysis	]		
OROM/FACMD	905-General Attorney			
	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Acquisition Management (all locations)	1102-Procurement Analyst			
	Total			
OAM/Management Support Service Center	1106-Procurement Clerical and Technician			
	Total			
ОАМ	2210-Information Technology Management			_
	Total	Ex. 5 -	- Deliber	ative Process
OAM/Management Support Service Center	301-Miscellaneous Administration and Program			
	Total			
OAM/Management Support Service Center	306-Government Information Specialist			
	Total			
OAM/Policy Training and Oversight Division	318-Secretary			
<u> </u>				

OAM/Superfund/RCRA/Regional Proc Ops Division	318-Secretary  Total	
OAM/Management Support Service Center	326-Office Automation Clerical and Assistance  Total	
OAM/IO	341-Administrative Officer	
OAM/IO/Acquisition Policy and Training Service Center/Headquarters Procurement Ops Division	Total  343-Management and Program Analysis	Ex. 5 - Deliberative Process
OAMFinancial Analysis and Oversight Service Center	Total 510-Accounting	
OAM/RTP Procurement Operations Division/Financial Analysis and Oversight Service Center	Total  511-Auditing  Total	

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Human Resources/ITD	2210-Information Technology Management			
	Total			
OHR/ITD/Employee Services Branch/IO	301-Miscellaneous Administration and Program			
	Total			
OHR/IO	303-Miscellaneous Clerk and Assistant	Ex. 5	- Deliber	ative Process
	Total			
OHR/Policy, Planning and Training Division	326-Office Automation Clerical and Assistance			
-	Total			
OHR	343-Management and Program Analysis			
	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OGD/Fellowships, IAGs and SEEs Branch	1109-Grants Management			
OGD/National Policy, Training and Compliance	1109-Grants Management			
OGD/Suspension and Debarment	1109-Grants Management			
OGD/Grants Management Branch	1109-Grants Management			
	Total	Ex. 5	5 - Delibe	rative Process
OGD/National Policy, Training and Compliance Division	303-Miscellaneous Clerk and Assistant			
	Total			
OGD/Resource Management Staff	343-Management and Program Analysis			
	Total			
OGD/Suspension and Debarment	1801 - Compliance Specialist			
	Total			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration/Headquarters Service Branch/Headquarters Operations Branch	342-Support Services Administration			
OA	Total  343-Management and Program Analysis	Ex. 5	5 - Delibe	rative Process
	Total			

To: Showman, John[Showman.John@epa.gov]
Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Gray, Linda

**Sent:** Tue 7/18/2017 3:18:05 PM

Subject: RE: FYI

Thank you.

## Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Showman, John

Sent: Tuesday, July 18, 2017 11:13 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: FYI

The following OHR employees have submitted an application for V/V:

## Ex. 6 - Personal Privacy

John L Showman III, Acting Principal Deputy Assistant Administrator

Office of Administration and Resources Management

US Environmental Protection Agency

202-564-5341

From: Cunningham, Bisa [cunningham.bisa@epa.gov]

Sent: 6/7/2017 9:46:00 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

Subject: FW: Need to Schedule Regular VERA/VSIP Meetings
Attachments: VERA-VSIP Notification Memorandum 6-6.docx

#### **FYSA**

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635 Mobile: 202-875-2492

Email: Cunningham Bisa@epa.gov

From: Coomber, Robert

**Sent:** Tuesday, June 06, 2017 11:20 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>;

Cunningham, Bisa <cunningham.bisa@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Hi Everyone,

Attached please find a memorandum on union notice re VERA/VSIP. The short answer is:

Ex. 5 - Attorney Client

# Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Please see the attached memo for further detail.

Best,

Bob

Robert D. Coomber Senior Labor Attorney Labor and Employee Relations Division

Desk Phone: (202) 564-0955 Cell Phone: (202) 236-4965 coomber robert@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, June 6, 2017 1:18 PM

To: Hunt, Loretta < Hunt, Loretta@epa.gov>; Bonner, Jerome < Bonner, Jerome@epa.gov>; Corbett, Krysti <<u>Corbett.Krysti@epa.gov</u>>; Engebretson, Lizabeth <<u>Engebretson.Lizabeth@epa.gov</u>>; Taylor, Jeremy

<Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Schulman, Marvin < Schulman. Marvin@epa.gov>; McNeal, Detha

<McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

That's fine.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635 Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 1:02 PM

To: Bonner, Jerome < Bonner, Jerome@epa.gov>; Corbett, Krysti < Corbett, Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Engebretson, Lizabeth < Engebretson, Lizabeth@epa.gov>; Taylor, Jeremy

<Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Schulman, Marvin < Schulman. Marvin@epa.gov>; McNeal, Detha

<McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

What about Thursdays at 3 pm?

Loretta L. Hunt **Branch Chief** Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt\_loretta@epa.gov

From: Bonner, Jerome

Sent: Tuesday, June 06, 2017 12:43 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy

<Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Schulman, Marvin < Schulman. Marvin@epa.gov>; McNeal, Detha

<McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Tuesday afternoon will not work for the SSCs...we have a standing 1400-1600 meeting

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

Director, Human Resources Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950 Mobile: 513.518.4849

**CONFIDENTIALITY**: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Corbett, Krysti

Sent: Tuesday, June 06, 2017 12:41 PM

To: Cunningham, Bisa <<a href="mailto:sa@epa.gov">cunningham.bisa@epa.gov</a>; Hunt, Loretta <<a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>; Engebretson, Lizabeth@epa.gov</a>; Bonner, Jerome <<a href="mailto:Bonner.Jerome@epa.gov">Bonner.Jerome@epa.gov</a>; Taylor, Jeremy@epa.gov</a>; Coomber, Robert <<a href="mailto:coomber.robert@epa.gov">coomber.robert@epa.gov</a>>

Cc: Hart, Debbi < Hart.Debbi@epa.gov>; Schulman, Marvin < Schulman.Marvin@epa.gov>; McNeal, Detha < McNeal.Detha@epa.gov>; Hampton, Torrey < hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295 Mobile: Ex. 6 - Personal Privacy corbett.krysti@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, June 6, 2017 11:39 AM

To: Hunt, Loretta < Hunt, Loretta@epa.gov>; Engebretson, Lizabeth < Engebretson, Lizabeth@epa.gov>; Bonner, Jerome < Bonner, Jerome@epa.gov>; Taylor, Jeremy < Taylor, Jeremy@epa.gov>; Corbett, Krysti < Corbett, Krysti@epa.gov>; Coomber, Robert < coomber, robert@epa.gov>

Cc: Hart, Debbi <a href="mailto:hart.Debbi@epa.gov">hart.Debbi@epa.gov</a>; Schulman, Marvin <a href="mailto:schulman.Marvin@epa.gov">Schulman.Marvin@epa.gov</a>; McNeal, Detha

<McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham Director, Diversity, Recruitment, & Employee Services Division Environmental Protection Agency Office of Administration and Resources Management Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635 Mobile: 202-875-2492

Email: Cunningham Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 11:32 AM

**To:** Engebretson, Lizabeth < Engebretson, Lizabeth@epa.gov>; Bonner, Jerome < Bonner, Jerome@epa.gov>; Taylor, Jeremy < Taylor, Jeremy@epa.gov>; Cunningham, Bisa < cunningham.bisa@epa.gov>; Corbett, Krysti < Corbett, Krysti@epa.gov>; Coomber, Robert < coomber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Schulman, Marvin < Schulman. Marvin@epa.gov>; McNeal, Detha < McNeal. Detha@epa.gov>; Hampton, Torrey < hampton.torrey@epa.gov>

Subject: Need to Schedule Regular VERA/VSIP Meetings

Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov To: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Cunningham, Bisa

**Sent:** Wed 6/7/2017 9:41:43 PM

Subject: FW: Need to Schedule Regular VERA/VSIP Meetings

**FYSA** 

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Coomber, Robert

**Sent:** Wednesday, June 07, 2017 9:39 AM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Schulman, Marvin < Schulman.Marvin@epa.gov>; McNeal, Detha

<McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Corbett, Krysti
<Corbett.Krysti@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Cunningham, Bisa

<cunningham.bisa@epa.gov>; Showman, John <Showman.John@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Yes, as long as, on our end,

Ex. 5 - Attorney Client

## Ex. 5 - Attorney Client

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Vizian, Donna

Sent: Wednesday, June 7, 2017 9:29 AM

To: Coomber. Robert < coomber.robert@epa.gov>

Cc: Schulman, Marvin < Schulman. Marvin @epa.gov >; McNeal, Detha

<<u>McNeal.Detha@epa.gov</u>>; Hampton, Torrey <<u>hampton.torrey@epa.gov</u>>; Corbett, Krysti <<u>Corbett.Krysti@epa.gov</u>>; Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>>; Cunningham, Bisa

<cunningham.bisa@epa.gov>; Showman, John <Showman.John@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Thanks Bob. If I read this correctly, we can provide the part of our package to OPM that have the position in the pool by location. Is that correct?

From: Coomber, Robert

**Sent:** Tuesday, June 06, 2017 11:20 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Schulman, Marvin < Schulman.Marvin@epa.gov >; McNeal, Detha

<<u>McNeal.Detha@epa.gov</u>>; Hampton, Torrey <<u>hampton.torrey@epa.gov</u>>; Corbett, Krysti <<u>Corbett.Krysti@epa.gov</u>>; Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>>; Cunningham, Bisa

<cunningham.bisa@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Hi Everyone,

Attached please find a memorandum on union notice re VERA/VSIP. The short answer is:

x. 5 - Attorney Client

## Ex. 5 - Attorney Client

# Ex. 5 - Attorney Client

Ex. 5 - Attorney Client Please see the attached memo for further detail.

Best,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Cunningham, Bisa

**Sent:** Tuesday, June 6, 2017 1:18 PM

To: Hunt, Loretta < Hunt. Loretta@epa.gov >; Bonner, Jerome < Bonner. Jerome@epa.gov >;

Corbett, Krysti < Corbett. Krysti@epa.gov >; Engebretson, Lizabeth

< <u>Engebretson.Lizabeth@epa.gov</u>>; Taylor, Jeremy < <u>Taylor.Jeremy@epa.gov</u>>; Coomber,

Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Schulman, Marvin < Schulman. Marvin@epa.gov >;

McNeal, Detha < McNeal. Detha@epa.gov >; Hampton, Torrey < hampton.torrey@epa.gov >

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

That's fine.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 1:02 PM

To: Bonner, Jerome < Bonner. Jerome@epa.gov >; Corbett, Krysti < Corbett. Krysti@epa.gov >;

Cunningham, Bisa < cunningham.bisa@epa.gov >; Engebretson, Lizabeth

<<u>Engebretson.Lizabeth@epa.gov</u>>; Taylor, Jeremy <<u>Taylor.Jeremy@epa.gov</u>>; Coomber,

Robert < coomber.robert@epa.gov>

**Cc:** Hart, Debbi < <a href="mailto:hart.Debbi@epa.gov">hart.Debbi@epa.gov">hart.Debbi@epa.gov</a>; Schulman, Marvin < <a href="mailto:schulman.Marvin@epa.gov">schulman.Marvin@epa.gov</a>; Hampton, Torrey < <a href="mailto:hampton.torrey@epa.gov">hampton.torrey@epa.gov</a>>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

What about Thursdays at 3 pm?

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome

Sent: Tuesday, June 06, 2017 12:43 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa

<a href="mailto:cunningham.bisa@epa.gov">cunningham.bisa@epa.gov">cunningham.bisa@epa.gov</a>; Hunt, Loretta <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>; Engebretson, Lizabeth@epa.gov</a>; Taylor, Jeremy <a href="mailto:Taylor.Jeremy@epa.gov">Taylor.Jeremy@epa.gov</a>; Coomber,

Robert < coomber.robert@epa.gov >

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Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

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Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: 513.518.4849

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From: Corbett, Krysti

**Sent:** Tuesday, June 06, 2017 12:41 PM

To: Cunningham, Bisa < cunningham.bisa@epa.gov >; Hunt, Loretta < Hunt.Loretta@epa.gov >;

Engebretson, Lizabeth < Engebretson. Lizabeth@epa.gov >; Bonner, Jerome

<Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert

<coomber.robert@epa.gov>

**Cc:** Hart, Debbi < <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>>; Schulman, Marvin < <a href="mailto:Schulman.Marvin@epa.gov">Schulman.Marvin@epa.gov</a>>; Hampton, Torrey <a href="mailto:Hampton.torrey@epa.gov">Hampton.torrey@epa.gov</a>>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: (202) 579-1681

corbett.krysti@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, June 6, 2017 11:39 AM

**To:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>; Engebretson, Lizabeth

< Engebretson.Lizabeth@epa.gov>; Bonner, Jerome < Bonner.Jerome@epa.gov>; Taylor,

Jeremy < Taylor.Jeremy@epa.gov >; Corbett, Krysti < Corbett.Krysti@epa.gov >; Coomber,

Robert < coomber.robert@epa.gov>

Cc: Hart, Debbi < hart. Debbi@epa.gov >; Schulman, Marvin < Schulman.Marvin@epa.gov >; McNeal, Detha < hampton.torrey@epa.gov > hampton.torrey@epa.gov >

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: 202-875-2492

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 11:32 AM

To: Engebretson, Lizabeth < Engebretson.Lizabeth@epa.gov>; Bonner, Jerome

<<u>Bonner.Jerome@epa.gov</u>>; Taylor, Jeremy <<u>Taylor.Jeremy@epa.gov</u>>; Cunningham, Bisa <<u>cunningham.bisa@epa.gov</u>>; Corbett, Krysti <<u>Corbett.Krysti@epa.gov</u>>; Coomber, Robert <comber.robert@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Schulman, Marvin < Schulman. Marvin@epa.gov >; McNeal, Detha < McNeal. Detha@epa.gov >; Hampton, Torrey < hampton.torrey@epa.gov >

Subject: Need to Schedule Regular VERA/VSIP Meetings

Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]
Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Helm,

Arron[Helm.Arron@epa.gov]
From: Hart, Debbi

From: Hart, Debbi Sent: Tue 3/21/2017 2:27:18 PM

**Subject:** RE: path forward on the EO for restructuring Workforce ReshapingVV RIF overviewMarch2017.docx

Please see attached and let me know if we hit everything.

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Vizian, Donna

Sent: Tuesday, March 21, 2017 8:01 AM

**To:** Showman, John < Showman.John@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>

Subject: Re: path forward on the EO for restructuring

It would probably be good to give holly sone info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <Showman.John@epa.gov> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u> > wrote:

Donna:

Will do.

Wes

From: Vizian, Donna

Sent: Monday, March 20, 2017 9:39 PM

To: Showman, John < Showman.John@epa.gov>; Hart, Debbi

<a href="mailto:</a> <a href="

<Carpenter.Wesley@epa.gov>

Subject: Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

From: "Greaves, Holly" < greaves.holly@epa.gov>

Date: March 20, 2017 at 9:32:28 PM EDT

To: "Vizian, Donna" < <u>Vizian.Donna@epa.gov</u>>
Cc: "Bloom, David" < <u>Bloom.David@epa.gov</u>>

Subject: Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna < Vizian. Donna@epa.gov > wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <greaves.holly@epa.gov>wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian, Donna <<u>Vizian.Donna@epa.gov</u>> wrote:

HI Holly,

I was speaking with David this evening about how do we approach the EOP on restructuring. Would it be OK it I come to your 9:00 with David on Wednesday so we can talk about ideas? thanks To: Cooper, Marian[Cooper.Marian@epa.gov]

Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker,

Gary[parker.gary@epa.gov]; Showman, John[Showman.John@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Gantt,

Melissa[Gantt.Melissa@epa.gov]

From: Vizian, Donna

**Sent:** Fri 6/16/2017 12:18:27 PM

Subject: Re: Agency V/V templates for our informal submission--

No. Debbi and I talked. I am uncomfortable signing a draft.

On Jun 16, 2017, at 7:23 AM, Cooper, Marian < Cooper.Marian@epa.gov > wrote:

Did you sign?

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233

<image003.png>

From: Hart, Debbi

**Sent:** Thursday, June 15, 2017 5:39 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov>; Parker, Gary < parker.gary @epa.gov>;

Cooper, Marian < Cooper. Marian @epa.gov >; Showman, John < Showman. John @epa.gov >;

Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Gantt, Melissa < Gantt. Melissa @epa.gov>

Subject: RE: Agency V/V templates for our informal submission--

I think you should sign this even though this is our informal review package--I'd like to have documentation of when we submitted. I don't think these templates will change much but if they do, we can re-sign as final if that's ok with you. D

From: Vizian, Donna

Sent: Thursday, June 15, 2017 5:33 PM To: Hart, Debbi < Hart. Debbi @epa.gov>

**Cc:** Hunt, Loretta < <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Parker, Gary < <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman, John <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman, John <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman, John <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman, John <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman <a href="https://example.com/hunt.loretta@epa.gov">https://example.com/hunt.loretta@epa.gov</a>>; Showman <a href="http

Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Gantt, Melissa < Gantt. Melissa @epa.gov >

Subject: RE: Agency V/V templates for our informal submission--

Do I need to sign this or the final?

From: Hart, Debbi

Sent: Thursday, June 15, 2017 5:23 PM

To: Vizian, Donna < Vizian. Donna @epa.gov>

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov >; Parker, Gary < parker.gary @epa.gov >;

 $Cooper, Marian < \underline{Cooper.Marian@epa.gov} >; Showman, John < \underline{Showman.John@epa.gov} >; \\$ 

Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Gantt, Melissa < Gantt. Melissa @epa.gov >

Subject: RE: Agency V/V templates for our informal submission--

Here they are with the final VERA number and incorporating your edits. Note that as our Requesting Official, you must sign the second page of each. We are getting there! Debbi

From: Hart, Debbi

**Sent:** Thursday, June 15, 2017 5:10 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John

<<u>Showman.John@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray,

Linda < gray.linda@epa.gov>

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov >; Parker, Gary < parker.gary @epa.gov >;

Cooper, Marian < Cooper. Marian @epa.gov >

Subject: RE: Agency V/V templates for our informal submission--

Absolutely right—thanks for sharing and I will update accordingly.

From: Vizian, Donna

**Sent:** Thursday, June 15, 2017 3:28 PM

**To:** Hart, Debbi < <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov">Hart, Debbi@epa.gov</a>; Showman, John < <a href="mailto:Showman.John@epa.gov">Showman, John@epa.gov</a>; Carpenter, Wesley < <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Gray, Linda < <a href="mailto:Linda@epa.gov">gray.linda@epa.gov</a>>; Parker, Gary < <a href="mailto:parker.gary@epa.gov">parker.gary@epa.gov</a>;

Cooper, Marian < Cooper. Marian @epa.gov >

Subject: RE: Agency V/V templates for our informal submission--

I just have one comment.

#### Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

From: Hart, Debbi

**Sent:** Thursday, June 15, 2017 12:07 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John

<<u>Showman.John@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray,

Linda <gray.linda@epa.gov>

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >; Parker, Gary < parker.gary@epa.gov >;

Cooper, Marian < Cooper. Marian @epa.gov >

**Subject:** Agency V/V templates for our informal submission--

Importance: High

All-

As promised, please see the attached and let me know if you have comments/edits. I'm awaiting one final number for the VERA template that I should have soon, but didn't want to slow this down. It's a quick read—def less than 250 words! Thanks. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Gray, Linda[gray.linda@epa.gov]; Helm, Arron[Helm.Arron@epa.gov] From: Hart, Debbi Sent: Tue 3/21/2017 12:05:18 PM Subject: Re: path forward on the EO for restructuring Got it - thanks. D On Mar 21, 2017, at 8:01 AM, Vizian, Donna <a href="Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a> wrote: It would probably be good to give holly sone info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks. On Mar 21, 2017, at 7:22 AM, Showman, John < Showman.John@epa.gov > wrote: I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks. Sent from my iPhone On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley < Carpenter, Wesley@epa.gov> wrote: Donna: Will do. Wes From: Vizian, Donna Sent: Monday, March 20, 2017 9:39 PM To: Showman, John <Showman.John@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>> Subject: Fwd: path forward on the EO for restructuring

Showman, John[Showman.John@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov];

To:

Cc:

Vizian, Donna[Vizian.Donna@epa.gov]

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

From: "Greaves, Holly" < greaves.holly@epa.gov>

Date: March 20, 2017 at 9:32:28 PM EDT

To: "Vizian, Donna" < <u>Vizian.Donna@epa.gov</u>>
Co: "Bloom, David" < <u>Bloom.David@epa.gov</u>>

Subject: Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <a href="mailto:sqreaves.holly@epa.gov">sqreaves.holly@epa.gov</a>> wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>> wrote:

HI Holly,

I was speaking with David this evening about how do we approach the EOP on restructuring. Would it be OK it I come to your 9:00 with David on Wednesday so we can talk about ideas? thanks

**To:** RHRO[RHRO@epa.gov]; OHR PMOs[OHR\_PMOs@epa.gov]

Cc: Parker, Gary[parker.gary@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray,

Linda[gray.linda@epa.gov]; Showman, John[Showman.John@epa.gov]; Vizian,

Donna[Vizian.Donna@epa.gov]; Westenberger, Andrea[Westenberger.Andrea@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]

From: Hunt, Loretta

**Sent:** Fri 5/19/2017 5:37:40 PM

Subject: Re: Workforce Reshaping follow up

HR Community,

I want to piggy-back on Debbi's message to clarify a couple of things.

Some organizations have asked about restructuring's impact on standardized PDs. PDs are not intended to include every duty or task of a position. There are a few options:

- Standardized PDs have a section that can be edited where duties can be added.
- If it is more of a wholesale modification, the servicing SSC can redo the standardized PD for that occupation i.e., to reduce promotion potential, etc.
- Reassign the employee to a different PD all together if the job is being significantly restructured.

There are ways to modify or move people to new PDs if necessary – the SSCs can also implement new specific standards to accommodate.

Also, organizations should submit their business case/targeted position information using the templates provided by Donna Vizian on 4/17/17. I believe some folks received a copy of OPM's new VERA and VSIP request templates. Please do not use those forms or submit your targeted positions in the OPM format.

If you have any questions or concerns, please contact me (hunt.loretta@epa.gov or 202-564-6963) or Debbi Hart (hart.debbi@epa.gov or 202-564-2011).

Thanks.

From: Hart, Debbi

**Sent:** Friday, May 19, 2017 12:38 PM

To: ARA

Cc: RHRO; OHR PMOs; Parker, Gary; Hunt, Loretta; Carpenter, Wesley; Gray, Linda; Showman, John;

Vizian, Donna; Westenberger, Andrea

Subject: FW: Workforce Reshaping follow up

#### Greetings All-

First off-- thanks for your support in this effort. We are at eight submissions thus far and the day is young! A number of folks are checking in on whether or not we are holding with the May 24<sup>th</sup> deadline for submission of full business case/targeted positions template/organization charts. The answer is yes with the qualifier that we still do not have the green light to proceed. I know many of you are pretty close if not finished with your submission for next week and the truth is that we need to be ready to move quickly if we do get approval to move forward.

One additional piece of information related to safe positions. If your organization plans to use safe positions, your safe positions must be discussed in your business case and identified in your targeted positions template with an asterisk (\*). Please remember, this option assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as safe positions do not have to be restructured if vacated.

Thank you again for your efforts. As always, please let me know if you have questions. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Vizian, Donna

**Sent:** Friday, May 12, 2017 3:57 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta

< Hunt.Loretta@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>;

ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19**th and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and

that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

To: Vizian, Donna[Vizian.Donna@epa.gov]

Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov] **From:** Hunt, Loretta

**Sent:** Wed 7/12/2017 3:59:41 PM

Subject: Updated Workforce Reshaping Options Document

Workforce Reshaping Options 7-12-17.docx

Donna,

- 1. I removed the watermark.
- 2. I removed the sentence referencing tax implications in the training section.
- 3. I removed the bullet referencing special pay rates in the management directed actions section.
- 4. In re: to employees separated for declining a geographic relocation, the person would not qualify for severance if he or she is eligible for immediate annuity (i.e., optional retirement or DSR).

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]

Cc: Love, Stephanie[Love.Stephanie@epa.gov]; Shepherd, Jackie[Shepherd.Jackie@epa.gov]; Kavanagh, Erica[kavanagh.erica@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Moore, Bobby

**Sent:** Tue 7/18/2017 2:12:32 PM

Subject: RE: OPM Data Center Migration - eOPF

A11,

I've been communicating with OPM in regards to pushing back. I've even shared Liz's concerns below separately to see if anything was different from their conference call Thursday OPM had with their clients. EPA wasn't the only agency going through the VERA/VISP, Navy is too and expressed their concerns. OPM insist there's no options for any of us.

As a workaround for your VERA/VISP candidates you may need to have them use SKYPE, to share their desktop and view their folders while they are logged into eOPF.

Thanks

**Liz**: If you have a POC in OPM, could it be articulated that based on OPM's approval of V/V for EPA last week, the migration timing is extremely problematic to find out if there are any potential adjustments that could be made?

Response: Unfortunately there are no adjustments that we can make. The way that the applications and databases are engineered and the lack of an offsite DR solution for our current environment requires us to take a complete outage for the data copy and then a move from our current hosting facility to our new datacenter in Macon, Georgia. We would like to be back online before July 31, but there is still a lot of work to do.

**Liz**: Perhaps the migration schedule/ testing for EPA records could be escalated/elevated so that we are addressed as quickly as possible – ahead of other agencies without V/V underway?

Response: As mentioned above, the way the applications and databases are engineered precludes this ability.

**Mine**: Is there any options of providing our HR Specialist the rights to view other employees folders? That's their primary concern right now during the VERA/VISP.

Unfortunately, no.

**Bobby Moore, Director Information Technology Division (ITD)** 

#### Office of Human Resources (OHR)

U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

#### HR L<sub>0</sub>B: Online HR System Access Request Form

 From: Engebretson, Lizabeth

Sent: Monday, July 17, 2017 2:13 PM

To: Moore, Bobby < Moore. Bobby@epa.gov>

Cc: Love, Stephanie <Love.Stephanie@epa.gov>; Shepherd, Jackie

<Shepherd.Jackie@epa.gov>; Kavanagh, Erica <kavanagh.erica@epa.gov>; Taylor, Jeremy
<Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch

<Peabody.Hitch@epa.gov>

Subject: RE: OPM Data Center Migration - eOPF

Bobby,

If you have a POC in OPM, could it be articulated that based on OPM's approval of V/V for EPA last week, the migration timing is extremely problematic to find out if there are any potential adjustments that could be made? Perhaps the migration schedule/ testing for EPA records could be escalated/elevated so that we are addressed as quickly as possible – ahead of other agencies without V/V underway?

I am unsure what it fully involved (if they can review/test by agency; or if it is an "all" agency migration that cannot be leveraged with different timelines.). As with all things, our SSCs/HR Community will rise to this additional challenge; however, it seems that some forward thinking and better awareness of those from OHR/EPA on the calls with OPM would better serve our mutual needs as SSCs/HR community – particularly if we had an opportunity to weigh in on timing of the migration (e.g. OPM asked for agencies to share any timing issues... did they?) I am also presuming that any EPA reps. knew that V/V was in the works for OPM approval. I would presume so, given the OARM all hands, info openly shared throughout programs/Regions.

Regards,

Liz

From: Engebretson, Lizabeth

Sent: Monday, July 17, 2017 11:00 AM

**To:** Moore, Bobby < Moore.Bobby@epa.gov >; Bonner, Jerome < Bonner.Jerome@epa.gov >; Taylor, Jeremy < Taylor.Jeremy@epa.gov >; Kavanagh, Erica < kavanagh.erica@epa.gov >;

Peabody, Hitch < Peabody. Hitch@epa.gov>

Cc: Love, Stephanie <Love.Stephanie@epa.gov>; Shepherd, Jackie

<Shepherd.Jackie@epa.gov>

Subject: RE: OPM Data Center Migration - eOPF

Bobby,

The timing of this migration is <u>hugely</u> problematic given V/V, and I was in process of writing you on this issue brought to my attention by Benefits Specialist trying to access e OPF. Given the OHR engagement in V/V, didn't we have any push back on the timing with OPM? Can there be?

Regards,

Liz

From: Moore, Bobby

Sent: Monday, July 17, 2017 10:55 AM

To: Bonner, Jerome < Bonner. Jerome@epa.gov >; Engebretson, Lizabeth

< <u>Engebretson.Lizabeth@epa.gov</u>>; Taylor, Jeremy < <u>Taylor.Jeremy@epa.gov</u>>; Kavanagh,

Erica < kavanagh.erica@epa.gov >; Peabody, Hitch < Peabody.Hitch@epa.gov >

Cc: Love, Stephanie < Love. Stephanie@epa.gov >; Shepherd, Jackie

<Shepherd.Jackie@epa.gov>

Subject: OPM Data Center Migration - eOPF

SSC Directors,

OPM has finalized their plan for migrating their systems from the Department of Interior's hosting facilities to OPM hosting facility. This migration will affect both eOPF and the EHRI Data Warehouse. There will be a period of down time for the applications and periodic outages. I plan on mentioning it on this week's PMO/HRO community meeting. I know it's last minute notice. We just now got their final decision on a their schedule on Thursday. They talked about migrating in previous meetings but we weren't aware of the magnitude until now. Sorry for the short notice

This affects you all in the HR community the most where they will be removing your users access down to a basic employee. So in the event you're working with VERA/VISP candidates you may need to have them SKYPE, where you can have the employees share their desktop and log into eOPF as themselves in order to see their folder.

The message below contain the details.

Thanks

All,

OPM is completing final testing this week of the data center migration affecting Enterprise Human Resource Integration (EHRI) Data Warehouse and electronic Official Personnel Folder (eOPF) systems. They will begin copying the existing data starting this Friday, July 14, 2017. In order to ensure the integrity of the data and reduce risks, both eOPF and EHRI systems will not be available for new actions / transactions from 5:00 p.m. EST, July 14 until the move is completed and tested. To minimize impacts to the eOPF and EHRIDW applications, the eOPF and EHRIDW will remain on-line in a "Read Only" mode, between July 19 until they are brought back online NLT July 31, 2017. During this period, all eOPF users (including HR specialists, investigators, and contractors) will be changed to a "Basic User" role and only able to see their own eOPF. Employees will still be able to access their eOPF, print documents, and change their passwords. OPM expects to resume normal operations before, but NLT, July 31, 2017, with the restoration of elevated privileges to the appropriate individuals.

#### Schedule

- 1) July 14 July 18: Systems Outage Both EHRI and eOPF will not be available to the user community
- 2) July 19 Until Completed NLT July 31: Partial Outage Both EHRI and eOPF will be available in "Read Only" mode to view and print reports; no new actions can be processed
- 3) NLT July 31 Systems Online Resumption of full functionality to the user community for EHRI and eOPF systems in the new data center

### O No Impact to Individual users: they will be able to view and print documents from their eOPF and change their password as they do now •□□□□□□ Agency HR Staff Functions: July 19 – 31, 2017 o EOPF Functions: Will NOT be able to view or manage other eOPF's; can view only their own. New documents cannot be loaded to eOPF. Workflow will be disabled Transfer functionality between Agencies will be disabled Delete and purge actions will not be available. EHRIDW Functions: Will be able to view the reports and perform data analysis. Users of Fedscope will not see any impact; data will be available to users and public • • • • • eOPF and EHRIDW data files from our data provider, IBC, will NOT be processed until the new production environment is on-line.

What does this mean to users?

- o Starting on 07/14/2017, data providers have been instructed to STOP sending eOPF data files until they are notified to resume activities.
- O Data Providers can continue to send EHRIDW files which will be held and processed after the new environments are on-line.

If you have any questions, you may contact Stephanie Love on (202) 564-9609.

**Bobby Moore, Director Information Technology Division (ITD)** 

#### Office of Human Resources (OHR)

U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

#### HR LoB: Online HR System Access Request Form

\*\*\*\*\*\*\*\*\*\*\* Privacy Act Note \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\* Information contained in this message may be subject to the 
\* Privacy Act (5 USC 522a) and should be treated accordingly.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

To: Vizian, Donna[Vizian.Donna@epa.gov]

Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]; Showman, John[Showman.John@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Gantt,

Melissa[Gantt.Melissa@epa.gov]

From: Hart, Debbi

**Sent:** Thur 6/15/2017 9:23:17 PM

Subject: RE: Agency V/V templates for our informal submission--

VERA request template EPA June2017.pdf VSIP request template EPA June2017.pdf

Here they are with the final VERA number and incorporating your edits. Note that as our Requesting Official, you must sign the second page of each. We are getting there! Debbi

From: Hart, Debbi

**Sent:** Thursday, June 15, 2017 5:10 PM

To: Vizian, Donna < Vizian.Donna@epa.gov>; Showman, John < Showman.John@epa.gov>;

Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Gray, Linda <a href="mailto:Gray.linda@epa.gov">Gray.linda@epa.gov</a>>

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Cooper,

Marian < Cooper. Marian @epa.gov>

Subject: RE: Agency V/V templates for our informal submission--

Absolutely right—thanks for sharing and I will update accordingly.

From: Vizian, Donna

**Sent:** Thursday, June 15, 2017 3:28 PM

**To:** Hart, Debbi < Hart. Debbi@epa.gov >; Showman, John < Showman. John@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Gray, Linda < gray.linda@epa.gov >

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov >; Parker, Gary < parker.gary @epa.gov >; Cooper,

Marian < Cooper. Marian @epa.gov >

Subject: RE: Agency V/V templates for our informal submission--

I just have one comment. When we send out the mass mailer from Mike, the comment that came back a few times was "why do we want to increase our supervisor to staff ratio." I think people were reading it that we want less staff to more supervisors....all those engineers and scientists doing the math. But technical it is increase the staff to supervisor ratio.

From: Hart, Debbi

Sent: Thursday, June 15, 2017 12:07 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John < Showman. John@epa.gov >;

Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Gray, Linda < gray.linda@epa.gov >

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov >; Parker, Gary < parker.gary @epa.gov >; Cooper,

Marian < Cooper. Marian @epa.gov >

**Subject:** Agency V/V templates for our informal submission--

Importance: High

All-

As promised, please see the attached and let me know if you have comments/edits. I'm awaiting one final number for the VERA template that I should have soon, but didn't want to slow this down. It's a quick read—def less than 250 words! Thanks. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**To:** Bonner, Jerome[Bonner.Jerome@epa.gov]; Martinson, Alice[Martinson.Alice@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]

Cc: Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Sawyer, Rena[sawyer.rena@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]; Collins, BJ[Collins.BJ@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Moore, Bobby[Moore.Bobby@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Hunt, Loretta

**Sent:** Tue 7/18/2017 2:09:53 PM

Subject: RE: OPM Data Center Migration - eOPF

I think we need to loop in Bobby, Linda and/or Wes.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome

Sent: Tuesday, July 18, 2017 9:48 AM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>;

Engebretson, Lizabeth < Engebretson. Lizabeth @epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Helm, Arron

<Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick

<Carter.Rick@epa.gov>

Subject: RE: OPM Data Center Migration - eOPF

I sent out urgent 10 am meeting request to discuss

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: 513.518.4849

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From: Martinson, Alice

**Sent:** Tuesday, July 18, 2017 9:42 AM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Cc: Taylor, Jeremy < Taylor. Jeremy@epa.gov >; Atkinson, Ryan < Atkinson. Ryan@epa.gov >;

Engebretson, Lizabeth < Engebretson. Lizabeth@epa.gov >; Bonner, Jerome

<Bonner.Jerome@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Sawyer, Rena

<sawyer.rena@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ

<Collins.BJ@epa.gov>

Subject: FW: OPM Data Center Migration - eOPF

Importance: High

Good morning, Debbi, Ryan asked me to contact you regarding the OPM data migration that is impacting eOPF through the end of this month. I understand Liz may have already contacted you, but we want to offer some information and proposed solutions for mitigating the impact of the outage on the VERA/VSIP process. We have two suggested solutions: Would OPM allow one person from EPA retain Admin capabilities and download and 1. distribute files to the specialists working the V/V? Could we send a list of applicants each week to OPM and ask them to send us the files for those employees? We are estimating that over 400 people will apply for the VERA/VSIP program and the SSCs are obligated to send the list of eligible applicants to the Programs and Regions and Programs no later than 7/28. However, we cannot properly determine eligibility without access to an employee's complete eOPF history. In RTP, we were able to download the eOPF records for all of our applicants received through Friday, in anticipation of a brief outage. However, now that we know that our Admin rights will be suspended through 7/31, we are anxious to find another way to keep up with the influx of applicants. Please let us know if you need any more information, or if you would like to discuss this more. Thanks. ~ Alice Alice Martinson

Acting Section Chief, RTP-SSC

ED\_001372\_00000968-00003

#### U.S. Environmental Protection Agency

OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Taylor, Jeremy

Sent: Tuesday, July 18, 2017 6:46 AM

To: Atkinson, Ryan <<u>Atkinson.Ryan@epa.gov</u>>; Burt, Cynthia <<u>Burt.Cynthia@epa.gov</u>>;

Martinson, Alice < <u>Martinson.Alice@epa.gov</u>>
Cc: Helm, Arron < Helm.Arron@epa.gov>

Subject: Fwd: OPM Data Center Migration - eOPF

Sent from my iPhone

Begin forwarded message:

From: "Moore, Bobby" < Moore.Bobby@epa.gov>

**Date:** July 17, 2017 at 1:55:09 PM EDT

To: "Bonner, Jerome" < Bonner Jerome@epa.gov >, "Engebretson, Lizabeth"

<<u>Engebretson.Lizabeth@epa.gov</u>>, "Taylor, Jeremy" <<u>Taylor.Jeremy@epa.gov</u>>,

"Kavanagh, Erica" <kavanagh.erica@epa.gov>, "Peabody, Hitch"

<Peabody.Hitch@epa.gov>

Cc: "Love, Stephanie" < Love. Stephanie@epa.gov >, "Shepherd, Jackie"

<Shepherd.Jackie@epa.gov> **Subject: OPM Data Center Migration - eOPF** SSC Directors, OPM has finalized their plan for migrating their systems from the Department of Interior's hosting facilities to OPM hosting facility. This migration will affect both eOPF and the EHRI Data Warehouse. There will be a period of down time for the applications and periodic outages. I plan on mentioning it on this week's PMO/HRO community meeting. I know it's last minute notice. We just now got their final decision on a their schedule on Thursday. They talked about migrating in previous meetings but we weren't aware of the magnitude until now. Sorry for the short notice This affects you all in the HR community the most where they will be removing your users access down to a basic employee. So in the event you're working with VERA/VISP candidates you may need to have them SKYPE, where you can have the employees share their desktop and log into eOPF as themselves in order to see their folder. The message below contain the details. Thanks All, OPM is completing final testing this week of the data center migration affecting Enterprise Human Resource Integration (EHRI) Data Warehouse and electronic Official Personnel Folder (eOPF) systems. They will begin copying the existing data starting this Friday, July 14, 2017. In order to ensure the integrity of the data and reduce risks, both eOPF and EHRI systems will not be available for new actions / transactions from 5:00 p.m. EST, July 14 until the move is completed and tested. To minimize impacts to the eOPF and

EHRIDW applications, the eOPF and EHRIDW will remain on-line in a "Read

Only" mode, between July 19 until they are brought back online NLT July 31, 2017. During this period, all eOPF users (including HR specialists, investigators, and contractors) will be changed to a "Basic User" role and only able to see their own eOPF. Employees will still be able to access their eOPF, print documents, and change their passwords. OPM expects to resume normal operations before, but NLT, July 31, 2017, with the restoration of elevated privileges to the appropriate individuals.

### Schedule

- 1) July 14 July 18: Systems Outage Both EHRI and eOPF will not be available to the user community
- 2) July 19 Until Completed NLT July 31: Partial Outage Both EHRI and eOPF will be available in "Read Only" mode to view and print reports; no new actions can be processed
- 3) NLT July 31 Systems Online Resumption of full functionality to the user community for EHRI and eOPF systems in the new data center

# What does this mean to users?

- 🗆 🗆 🗆 🗆 All Individual User Functions: July 19 until completed
- o No Impact to Individual users: they will be able to view and print documents from their eOPF and change their password as they do now
- •□□□□□□□ Agency HR Staff Functions: July 19 31, 2017
- o EOPF Functions:
- Will NOT be able to view or manage other eOPF's; can view only their

own.

- New documents cannot be loaded to eOPF.
- Workflow will be disabled
- Transfer functionality between Agencies will be disabled
- Delete and purge actions will not be available.
- o EHRIDW Functions:
- Will be able to view the reports and perform data analysis.
- Users of Fedscope will not see any impact; data will be available to users and public
- •□□□□□□□ eOPF and EHRIDW data files from our data provider, IBC, will NOT be processed until the new production environment is on-line.
- o Starting on 07/14/2017, data providers have been instructed to STOP sending eOPF data files until they are notified to resume activities.
- o Data Providers can continue to send EHRIDW files which will be held and processed after the new environments are on-line.

If you have any questions, you may contact Stephanie Love on (202) 564-9609.

**Bobby Moore, Director Information Technology Division (ITD)** 

Office of Human Resources (OHR)

U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

#### HR LoB: Online HR System Access Request Form

\*\*\*\*\*\* Privacy Act Note \*\*\*\*\*\*\*\*\*\*\*\*

\* Information contained in this message may be subject to the \* \* Privacy Act (5 USC 522a) and should be treated accordingly. \* \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 7/12/2017 3:38:34 PM

**To**: RHRO [RHRO@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker,

Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Peabody, Hitch

[Peabody.Hitch@epa.gov]

Subject: URGENT: Latest Information on VERA/VSIP Notifications,

Attachments: Prog and Reg VERA-VSIP Announcement 7-12-17.docx; SSC Schedule V-V 7-12-17.docx; Targetd positions office

submissions 7-7-17.xlsx; EPA Prog and Reg Business Cases Final 7-7-17.docx

Importance: High

# HR Community,

1. Due to the leakage of VERA/VSIP information, AA/RAs must send out general notices to all employees TODAY (7/12/17)!!!!!

- 2. Notices to employees in targeted positions are to be sent tomorrow morning (7/13/17).
- 3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
- 4. An updated schedule is attached.
- 5. The general and targeted employee notices have been updated to reflect the change in dates. Documents are attached.
- 6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
- 7. We will post the agency's business case and targeted positions to the VERA/VSIP intranet site as soon as we redact the documents.

If you have any questions or concerns, please contact me or Debbi Hart.

### Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov To: Hunt, Loretta[Hunt.Loretta@epa.gov]

Cc: Showman, John[Showman.John@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Vizian, Donna

**Sent:** Tue 6/6/2017 11:01:52 PM

Subject: RE: Decision on including SES in the V/V

Yes, thanks

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 6:59 PM

**To:** Vizian, Donna < Vizian. Donna @epa.gov>

**Cc:** Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: Decision on including SES in the V/V

I would think once the V/V application window closes. However, I would like to ask the SSC Directors or Rick/Arron for their opinion. Is that okay?

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 6:54 PM **To:** Hunt, Loretta < Hunt, Loretta@epa.gov>

**Cc:** Showman, John <<u>Showman.John@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>

**Subject:** RE: Decision on including SES in the V/V

Question to the group – when will the freeze on movement be lifted?

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 6:48 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Showman, John <<u>Showman.John@epa.gov</u>>; Hart, Debbi <<u>Hart.Debbi@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>

**Subject:** RE: Decision on including SES in the V/V

Donna,

Can offices proceed with their plans for SL/ST positions?

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 6:36 PM

**To:** Robbins, Chris < Robbins. Chris@epa.gov >; Kavlock, Robert < Kavlock. Robert@epa.gov >;

Simon, Nigel <<u>Simon.Nigel@epa.gov</u>>; Breen, Barry <<u>Breen.Barry@epa.gov</u>>

**Cc:** Hart, Debbi < <a href="mailto:Hart.Debbi@epa.gov">Hunt, Loretta < <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta < <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta < <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta < <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>; Gray, Linda < <a href="mailto:gray.linda@epa.gov">gray.linda@epa.gov</a>; Showman, John < <a href="mailto:Showman.John@epa.gov">Showman.John@epa.gov</a>; Showman, John

**Subject:** Decision on including SES in the V/V

 ${\rm Hi-I}$  am sending to a small group, since you are the only offices that included SES in their business case. Mike and I talked it through and we are not going to include SES at this time. We likely doa comprehensive look at the SES over the next few months. Please let me know if you have any questions.

Thanks

Donna

To: Showman, John[Showman.John@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Moore, Bobby

**Sent:** Tue 7/18/2017 1:59:24 PM

Subject: RE: OPM Data Center Migration - eOPF

Hi John.

I've been communicating with OPM in regards to pushing back. I've even shared Liz's concerns below separately to see if anything was different from their conference call Thursday OPM had with their clients. EPA wasn't the only agency going through the VERA/VISP, Navy is too and expressed their concerns. OPM insist there's no options for any us.

I will share the below information with the SSCs Directors next.

Thanks

**Liz**: If you have a POC in OPM, could it be articulated that based on OPM's approval of V/V for EPA last week, the migration timing is extremely problematic to find out if there are any potential adjustments that could be made?

Response: Unfortunately there are no adjustments that we can make. The way that the applications and databases are engineered and the lack of an offsite DR solution for our current environment requires us to take a complete outage for the data copy and then a move from our current hosting facility to our new datacenter in Macon, Georgia. We would like to be back online before July 31, but there is still a lot of work to do.

**Liz**: Perhaps the migration schedule/ testing for EPA records could be escalated/elevated so that we are addressed as quickly as possible – ahead of other agencies without V/V underway?

Response: As mentioned above, the way the applications and databases are engineered precludes this ability.

**Mine**: Is there any options of providing our HR Specialist the rights to view other employees folders? That's their primary concern right now during the VERA/VISP.

Unfortunately, no.

**Bobby Moore, Director Information Technology Division (ITD)** 

# Office of Human Resources (OHR)

U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

# HR L<sub>0</sub>B: Online HR System Access Request Form

\*\*\*\*\*\*\*\*\*\*\*\* Privacy Act Note \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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\* Privacy Act (5 USC 522a) and should be treated accordingly. 
\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Showman, John

Sent: Tuesday, July 18, 2017 9:20 AM

To: Moore, Bobby <Moore.Bobby@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter,

Wesley < Carpenter. Wesley@epa.gov>

Subject: FW: OPM Data Center Migration - eOPF

Any chance to push back on the SSC/HR staff not being able to access employees info given the timeframe we are working under for V/V?

From: Helm, Arron

Sent: Tuesday, July 18, 2017 9:10 AM

To: Carter, Rick < Carter.Rick@epa.gov >; Showman, John < Showman.John@epa.gov >

Subject: Fwd: OPM Data Center Migration - eOPF

This is not good.

Sent from my iPhone

Begin forwarded message:

From: "Taylor, Jeremy" < <u>Taylor.Jeremy@thi.gov</u>>

Date: July 18, 2017 at 6:45:32 AM EDT

To: "Atkinson, Ryan" < Atkinson.Ryan@epa.gov >, "Burt, Cynthia"

< Burt. Cynthia@epa.gov >, "Martinson, Alice" < Martinson. Alice@epa.gov >

Cc: "Helm, Arron" < Helm. Arron@epa.gov>

Subject: Fwd: OPM Data Center Migration - eOPF

Sent from my iPhone

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**From:** "Moore, Bobby" < <u>Moore.Bobby@epa.gov</u>>

Date: July 17, 2017 at 1:55:09 PM EDT

To: "Bonner, Jerome" < Bonner Jerome@epa.gov >, "Engebretson, Lizabeth"

<<u>Engebretson.Lizabeth@epa.gov</u>>, "Taylor, Jeremy" <<u>Taylor.Jeremy@epa.gov</u>>,

"Kavanagh, Erica" <kavanagh.erica@epa.gov>, "Peabody, Hitch"

<Peabody.Hitch@epa.gov>

Cc: "Love, Stephanie" <Love. Stephanie@epa.gov>, "Shepherd, Jackie" <Shepherd.Jackie@epa.gov> Subject: OPM Data Center Migration - eOPF SSC Directors, OPM has finalized their plan for migrating their systems from the Department of Interior's hosting facilities to OPM hosting facility. This migration will affect both eOPF and the EHRI Data Warehouse. There will be a period of down time for the applications and periodic outages. I plan on mentioning it on this week's PMO/HRO community meeting. I know it's last minute notice. We just now got their final decision on a their schedule on Thursday. They talked about migrating in previous meetings but we weren't aware of the magnitude until now. Sorry for the short notice This affects you all in the HR community the most where they will be removing your users access down to a basic employee. So in the event you're working with VERA/VISP candidates you may need to have them SKYPE, where you can have the employees share their desktop and log into eOPF as themselves in order to see their folder. The message below contain the details. Thanks

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All,

impacts to the eOPF and EHRIDW applications, the eOPF and EHRIDW will remain on-line in a "Read Only" mode, between July 19 until they are brought back online NLT July 31, 2017. During this period, all eOPF users (including HR specialists, investigators, and contractors) will be changed to a "Basic User" role and only able to see their own eOPF. Employees will still be able to access their eOPF, print documents, and change their passwords. OPM expects to resume normal operations before, but NLT, July 31, 2017, with the restoration of elevated privileges to the appropriate individuals.

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- Users of Fedscope will not see any impact; data will be available to users and public
- •□□□□□□□□ eOPF and EHRIDW data files from our data provider, IBC, will NOT be processed until the new production environment is on-line.
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- o Data Providers can continue to send EHRIDW files which will be held and processed after the new environments are on-line.

If you have any questions, you may contact Stephanie Love on (202) 564-9609.

**Bobby Moore, Director Information Technology Division (ITD)** 

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U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

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\* Privacy Act (5 USC 522a) and should be treated accordingly. \*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/30/2017 4:42:03 PM

**To**: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John

[Showman.John@epa.gov]

**Subject**: Re: V/V letters - question

Yes

On Jun 30, 2017, at 9:35 AM, Hart, Debbi < Hart. Debbi@epa.gov> wrote:

Can I say this?-

Andrea- NPMs/Regions will be receiving template communications next week that will cover what V/V positions were approved, V/V eligibility info and application instructions. The communication will be office-specific and sent via email to employees, essentially following the same process used for the 2014/15 V/V efforts. We will provide offices with the templates in advance so that they have time to customize it as needed. We will be updating the HR community on this and other V/V issues at next Thursday's RHRO/PMO call. For now our top priority is gaining OPM and OMB's approval of the agency's business case. Debbi

From: Westenberger, Andrea

**Sent:** Thursday, June 29, 2017 5:23 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >

**Cc:** Barber, Anthony <<u>Barber.Anthony@epa.gov</u>>; Dalrymple, Anne <<u>Dalrymple.Anne@epa.gov</u>>; Lindsay, Nancy <<u>Lindsay.Nancy@epa.gov</u>>; McDonald, James <<u>McDonald.James@epa.gov</u>>

Subject: V/V letters - question

Hi Debbi & Loretta,

The ARAs would like to know what the plans are for the V/V letters. We had heard that a template would come out from OARM-OHR-LER for the regions to use and that the regions would send the letters to employees but we're not sure. A few questions:

- <!--[if !supportLists]--><!--[endif]-->Is LER developing a template?
- <!--[if !supportLists]--><!--[endif]-->Who sends the letters? (Regions, SSCs, HQ?)
- <!--[if !supportLists]--><!--[endif]-->Where will letters be sent employees home, work?

Thanks, Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

#### Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]

**Sent**: 7/19/2017 8:27:29 PM

**To**: Showman, John [Showman.John@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy

[Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Gray, Linda [gray.linda@epa.gov];

Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary

[parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov];

Vizian, Donna [Vizian.Donna@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]

Subject: RE: Revised V/V Schedule - eOPF Update Impact

Attachments: SSC Schedule V-V 7-19-17.docx

#### Hi John,

Please find below draft communication for senior leadership on the V/V revised schedule and eOPF. The message was coordinated among the HRSSCs. Please note detail information will be provided to PMOs/RHROs tomorrow, to include detailed discussion during the HR Community Call. I am standing by for suggested edits/revisions.

# \*\*\*\*\*\*\*\*\*

# Hi Everyone,

Please find attached revised V/V schedule. The V/V schedule is revised to accommodate OPM completing its data center migration affecting the Enterprise Human Resource Integration (EHRI) Data Warehouse and electronic Official Personnel Folder (eOPF) systems. The migration dates were not provided to EPA in advance.

The V/V schedule is changed as follows:

SSCs send eligibility lists to RHRO/PMOs	8/4/2017
Responses due back to SSC from RHRO/PMOs	8/8/2017
Employee Selected/Non-selected Letters Sent	8/9/17
RHRO/PMOs ensure VSIP/Retirement FPPS actions are	8/10/17-9/2/17
initiated/authorized with correct accounting; separation and	
records management responsibilities completed	

OPM did not endorse OHR's request for continued system access. The eOPF will remain on-line in a "Read Only" mode, between July 19 until they are brought back online NLT July 31, 2017. During this period, all eOPF users (including HR specialists) will be changed to a "Basic User" role and only able to see their own eOPF. Employees will still be able to access their eOPF, print documents, and change their passwords. OPM expects to resume normal operations before, but NLT, July 31, 2017, with the restoration of elevated privileges to the appropriate individuals.

The HRSSCs will provide the PMOs/HROs the revised schedule and detailed information on how employees may download their respective eOPFs and securely provide to their respective HRSSCs. In addition, the revised V/V schedule and eOPF will be discussed in detail during the July 20, 2017, HR Community Call.

Please feel free to contact your HRSSC Center Director with any specific questions regarding the revised schedule or eOPF process.

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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From: Vizian, Donna

Sent: Wednesday, July 19, 2017 3:01 PM

To: Showman, John <Showman.John@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary Coomber, Robert <coomber.robert@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>

Subject: Re: Revised V/V Schedule - eOPF Update Impact

Following up on John's note we need to send a short email to the senior leadership about this also

On Jul 19, 2017, at 2:46 PM, Showman, John < Showman. John@epa.gov > wrote:

Thanks everybody. I would like to know the communication outreach plan for new schedule before it moves forward. Thanks.

Sent from my iPhone

On Jul 19, 2017, at 2:24 PM, Hunt, Loretta < Hunt, Loretta@epa.gov > wrote:

SSC Directors,

The revised schedule has been approved by senior management and is attached.

The next steps are to send a communication to customers and determine if the changes/eOPF issue require union notification.

I will be out of the office for the rest of the week, so I need to hand the communication responsibilities over to the SSCs. I know SSC staff and ITD are working hard to figure out a workaround and develop instructions

for applicants. I think it makes sense to send one communication with the updated schedule and workaround information.

Perhaps the SSCs can also utilize tomorrow's HR Community call to discuss the matter?

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<SSC Schedule V-V 7-19-17.docx>